



Welcome to Computer Skills & Applications

Mrs. Burnett, Room 503

Northern Guilford Middle School

Course Overview: 2024-25

Welcome to the 2024-25 school year at Northern Guilford Middle School!

The world of business is evolving at a rapid pace. The technical and soft skills acquired in this class will be essential to students as they prepare themselves for the 21st century workplace. Because of these changes, I am excited to guide your scholar's journey as we navigate the world of business.

Email: burnetr@gcsnc.com

School Phone: (336) 605-3342 extension 488631

Webpage: Can be found on the school web site.

Canvas: Announcements, Assignments and Discussions will be posted daily on the class CANVAS Page.

Course Description

This course will provide an opportunity to learn the touch type method on the computer keyboard using correct techniques, as well as the development of speed and accuracy. Students will format and edit documents utilizing Microsoft Word.

Module 1: Keyboarding – Alpha Keys

Module 2: Keyboarding – Number/Symbol & Numerical Keypad

Module 3: Keyboarding – Build Speed & Accuracy

Module 4: Word Processing – Basics & Business Correspondence

Grading Policy

Tests/Projects: 35%

Classwork: 30%

Quizzes: 25%

Homework/

Participation: 10%

Grading Scale

A 90-100%

B 80-89%

C 70-79%

D 60-69%

Makeup Work Policy

When students are **ABSENT**, it is their responsibility to submit all assignments. Students have three days following their return to earn full credit on an assignment. After three days the late work policy goes into effect.

Late Work Policy

Students may turn in work up to seven calendar days late with a 15-point penalty. No work will be accepted for a grade after seven calendar days.

Credit Recovery Assignment Policy

Students are given the opportunity to drop the lowest classwork assignment grade if s/he has submitted all assignments for the grading period.

Supply List

- ✓ Red 2-pocket folder
- ✓ Pencils/pens
- ✓ Corded ear buds or headphones
- ✓ Disinfecting wipes
- ✓ Hand sanitizer

"Every child deserves a champion, an adult who will never give up on them, who understands the power of connection, and insists that they become the best that they can possibly be."

- Rita Pierson.

Amazon Wishlist

