

Computer Skills and Applications

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Course Description

Keyboarding, Word Processing, and Digital Literacy/Citizenship (CSA1) curriculum will be taught over the length of the semester.

Keyboarding and Basic Word Processing is designed to develop touch-typing skills, ergonomics, and extensive word processing skills.

Digital Literacy/Citizenship is designed to develop understanding of:

- digital life
- digital safety
- security and privacy
- Internet and worldwide web

Various software programs will be used throughout the course to teach the topics listed in the course outline. Some of these programs will include Microsoft Office, Edutyping.com, iCEV, & Ignition.

Emphasis will also be placed on organization, following oral and written directions, independent work habits, and cooperative learning.

Internet Use

Appropriate Internet use is required for course assignments; inappropriate use will not be tolerated (i.e., playing online games without permission, web browsing, YouTube, etc.).

Equipment

Tampering with equipment or another student's computer will not be tolerated. Disciplinary action may result with a signed Agenda, Write-up, or Referral to administration.

Communication

Website: www.wcpss.net/apexfriendshipms

E-mail:

Ms. Salvador: csalvador@wcpss.net

Website: <https://tinyurl.com/SalvadorClassApp>

-If absent, agenda can be found on website.

-Google Classroom (link found on class website) is available to view submitted work and graded Quizzes.

Grading Policy

- Major Grades 50%
 - Typing tests
 - Ignition: Digital Literacy tests
 - MS Word Project
- Minor Grades 40%
 - multi-choice quiz
 - typing reinforcement (before test)
 - MS Word Worksheets
- Homework/skills 10%
 - EDU Typing lessons

Students will be expected to complete approximately 1 EDU Lesson per day. Students are provided a rubric with expected speed, accuracy, and grade. Typing is a learned skill. If the student is a slow typer and not able to complete the lessons, they are expected to complete the lesson as homework or visit a computer lab during Smart Block. At the end of the quarter if any lessons in EDU or Ignition are not completed, the student will receive a 0 for the grade.

Weekly lessons are posted on my class app.
<https://tinyurl.com/SalvadorClassApp>

If student misses a class, they can log onto EDUTyping.com, iCEV or Ignition (accessed through Wake Portal) from home to complete the lessons.

Materials (bring to class every day)

1. Agenda
2. Pen/Pencil
3. Folder (to keep loose papers)
4. Paper to take notes (binder or notebook)
5. Earbuds (optional but recommended)



Student Name: _____

Student Class/ Period: _____

Parents & students please sign stating you have read the syllabus and return this page (keep the first page). Open communication is important between teacher & parents, please provide the best contact information.

Parent(s) email: _____

Parent(s) phone number: _____

Parent Signature: _____

Student Signature: _____

Dear Parent,

I'd like to welcome you and your child to CSA1 – Keyboarding and Digital Literacy/Citizenship!

I will be using Google Classroom for submitting completed assignments and for taking quizzes. I will be sending an invite to you by adding your email to your student's account if you would like to follow and view their work submitted and Quiz grades.

Please feel free to check my Google Classroom or website about classroom activities, assignments, quizzes, and grades.

Please return this page and keep the first page for reference. Thank you again for your support and for all you do. Looking forward to a great semester!

Ms. Salvador