

Computer Skills: First Semester

Teacher Contact Information

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Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

The first semester of this course will be consumed primarily with attaining proficiency in keyboarding skills. The students will be daily logging on to an online program that will guide them through general principles of typing. Here's the website: www.customtyping.com. Due to the nature of the course, each student will be graded based on a contract between the teacher and the student. Essentially this means that the teacher will take the first few weeks of the course to evaluate each student. Then, the teacher and the student will meet to discuss the individual goals for the student. Once the teacher and the student agree on the goals, they will sign a "contract." The student will be graded on whether or not he keeps his end of the contract.

Second semester will be directed toward teaching students the essentials of Microsoft Office, basic internet safety and skills, and general computer "hygiene."

Student Learning Objectives/Outcomes

By the end of the semester the student should be able to do the following:

- Manage his way through the desktop of a PC
- Be capable of typing an assigned writing project within a reasonable amount of time
- In sum, the student will be more proficient and capable of keyboarding skills

Required Textbooks and Materials

None

Course & Instructor Policies

Make-up: Since this class is a skills-based class with little outside work, assignments will be dealt with on an individual basis. For example, if student A misses three days of class, the teacher will discuss with him how he can make up his lost work. In most cases, there will be no need for make-up work. If there is any question about missing work, the parent is free to email or call the teacher.

Décor: All students are expected to treat one another and the teacher with respect. This includes not only the content of what is said, but the manner in which it said as well. Additionally, students will be dismissed from class to see the headmaster, if they play with electronic media during class time.

Academic Integrity

Scholastic Dishonesty: any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the school's policy on plagiarism.

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