



Crestwood Middle School

Keyboarding and Computer Applications Syllabus

Crestwood School District website:

csdcomets.org

Mrs. Drazdowski 7th Grade Computer websites:

csdcomets.org [Teacher Page](#) and csdcomets.edmodo.com

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Keystone Technology Integrator

Keyboarding and Computer Applications

As a Crestwood Middle School student, you will experience a computer science program. You will be exposed to a variety of technological experiences with the goal of understanding how to apply technology skills to real world experiences.

A major skill you will acquire is demonstrating proper keyboarding skills and techniques

As part of your adventure, you will learn the basics of specialized computer applications used in the community. You will be able to compare and contrast peripheral devices of com-

puting systems for specific needs. You will explain the different operating systems, and identify network com-



munication technologies. You will analyze the influence of emerging technologies on daily life. You will create projects using emerging input technologies and create digital and multimedia projects.

Digital literacy and citizenship is critical in today's fast-paced digital

world. The curriculum includes having you interpret and apply appropriate social, legal, ethical, and safe behaviors of digital citizenship; introduces research-based information to you about digital media and their impact; helps you explore the complex issues of our connected culture; empowers you to think critically about the ways you use digital technologies.

Computer Lab is offered to some students as a Pass/Fail special where you will be able to use the computers to supplement other class activities.



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Middle School Office
474-6782 Ext. 342

Homework **HOTLINE**

Online:
[Skyward Family Message](#)
or
csdcomets.edmodo.com

Printout:
Available upon request

Online Gradebook
[Skyward Family Access](#)

My Teaching Goals for this year ...

- ☞ Explain and clarify materials appropriate to student levels.
- ☞ Strengthen student's teamwork abilities.

- ☞ Develop student's decision-making and problem solving skills
- ☞ Improve literacy skills.
- ☞ Promote and develop

good self-esteem, responsibility, sociability, self-management, integrity, and honesty.



Keyboarding—Technique-Accuracy-Speed

Keying is a skill that you are likely to use in your career and in your academic and personal activities. You will use a keyboard to enter data, retrieve information, and communicate with others.

Basic keying skill consists of fluent manipulation

of letter, figure/symbol, and basic service keys by "touch." You will be assessed on your typing position. Good technique is critical to learning to type accurately and with good speed.

Formatting includes arranging, placing, and spacing copy according to accepted conventions for spe-

cific documents. Final keyboarding grade will be based on two minute timed writings with scores given for technique, accuracy, and speed.



		Words Per Minute
Qtr. 1	P =	+ 15
Qtr. 2	P =	+ 20
Qtr. 3	P =	+ 25
Qtr. 4	P =	+ 30

Keyboarding Grading Scale when students demonstrate proper technique and good accuracy.



Test and Quiz Grading Scale

P = 70-100
F = 0-69

“Review the study guides, handouts, take home quizzes, and tests on which you are being tested.”



Students who are malicious with the equipment or software in the computer lab will be subject to disciplinary action.

I have read the syllabus and understand its contents.

Student Signature

I have read the syllabus and understand its contents.

Parent or Guardian Signature

Classroom Management

Respect ... Treat others as you would want to be treated. Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with the teacher the educational process relative to the subject content will not be tolerated. Read the DISCIPLINE section in the Student/Parent Handbook.

Portfolios

Maintaining an organized *Portfolio* (binder) is key to success. All class materials (VIPs—Very Important Papers) and completed quizzes, projects and activities, keyboarding score sheets, etc. are kept in this one binder. At any time the student and parent/guardian is able to assess student performance by reviewing the materials stored in the *Portfolio*.

Quizzes

Attend class, read the assignments, and complete all projects. At least 90% of the questions are taken directly from class activities and materials maintained in the student portfolio.

Grading Policy—Pass/Fail

Grade Distribution	<i>Proper technique is critical to receiving a “P” in Keyboarding Skills, no matter how accurate or fast you type.</i>
Activities..... 70% (includes Daily Work , Lessons, Projects, Quizzes)	<i>The Grade Distribution is subject to change for each quarter.</i>
Keyboarding Skills 30%	

Cheating Policy

Students are expected to uphold the school’s standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, tests and quizzes, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own (plagiarize).
2. Use or obtain unauthorized

- assistance in any academic work.
3. Give unauthorized assistance to other students.
 4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
 5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the academic work and will be reported to the Principal. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the teacher to discuss the situation.

Class Websites

[csdcomets.org Teacher Page](http://csdcomets.org)
www.cscdomets.edmodo.com

To improve your class performance, mrsdraz’s teacher page provides you with pages to help you with your keyboarding skills and computer concepts.

The **Keyboarding Practice Sheets** page has files you can download and print at home to practice your keyboarding skills. Find links to online typing games as well.

The **VIP’s** page has all handouts and assignments you can download and print at home.

You will find daily homework and class activities on **Edmodo**. If you do not have the Internet at home, ask for print copies.