

## Hope Middle School 6<sup>th</sup> Grade Keyboarding and Computer Skills

This course is an introductory course composed of instructional modules designed to provide opportunities for hands-on instruction in basic keyboarding skills and computer skills and concepts. Students will work on enhancing and improving core skills with computer based programs and websites.

There will be daily lessons and activities to complete. No homework will be given in this class. Lesson completion and class participation are very important in this class.

The following competencies will be covered in this course:

<b>A.</b>	<b>Keyboarding Skills</b>
	Keyboarding Module 1 – Alphabetic keys
	Keyboarding Module 2 – Number & symbol keys and Numeric keypad
<b>B.</b>	<b>Computer Skills</b>
	Google (Documents (Word Processing), Slides (Presentations), Sheets (Spreadsheets) Digital Literacy
<b>C.</b>	<b>Writing Skills - Journal</b>

### Grading Policy:

Keyboarding Skills	40%
Computer Skills	40%
Journal	10%
Class Participation	10%

### School Supplies Needed:

Pencils  
Earbuds

I am looking forward to a semester of learning and fun with computers. Together these can help you master essential computer skills that you will need to be successful in school and life.

Mrs. Eileen E. Best, Business Education/Computer Science Teacher

[beste@pitt.k12.nc.us](mailto:beste@pitt.k12.nc.us)

252-355-7071

<http://computerswithbest.weebly.com/>

Dear Parents/Guardian:

Thanks in advance for your support to encourage your child each day to be prepared, ready to learn, and to follow the class rules while in the computer lab. Please sign below in an effort that we can work together to achieve this goal. Please return this signed letter to be kept in your child's classroom folder.

Student's Name \_\_\_\_\_

Printed Parent/Guardian's Name \_\_\_\_\_

Parent Email address \_\_\_\_\_ Contact Phone Number  
Cell or Home Number \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

August 2019