Course Syllabus for Keyboarding

Teacher: Mr. Weigold, Room 216

Summary:

Welcome to Keyboarding! This course is intended to increase student’s finger dexterity, skill, and proficiencies necessary for quick and accurate information processing on any keyboard. Correct key-stroking is stressed. Students also demonstrate their knowledge of word processing as a labor enhancing and problem-solving tool utilizing touch keyboarding skills and document processing in order to format letters, simple tables, memorandums, and reports using Microsoft Word. This course provides the keyboarding basics necessary for future academic requirements and job placement. It is geared towards students who are: 1) new to keying or do not key efficiently; 2) looking to increase keying speed and accuracy; or 3) interested in learning a basic overview of Microsoft Word and document processing.

General Expectations:

1. Students should be seated, have all the materials they need, and ready to begin class on time.
2. It is the student’s responsibility to make up assignments. The student should look on the assignment board or ask the teacher on the day they return and ask what they missed.
3. Every document that is turned in should have the date, period, and student’s name written in the appropriate places.
4. Any suspicion of copying documents/assignments done on the computer or written will result in a zero and disciplinary actions according to the school handbook.
5. Students will use the computers according to the rules stated in class/ in the school handbook and will only use approved websites and software applications.
6. Students are to treat everyone with respect as well as people’s property.
7. The student is expected to follow all classroom and school rules and respect the technology and equipment in the room.
8. Stay in your seat during class as well as quiet while others are talking.

Consequences:
First Offense: Warning
Second Offense: Meet with me to discuss issue at hand
Third Offense: Parent phone call and development of a behavior plan
Fourth Offense: Disciplinary referral

Required Material:

- Pencil/Pen, Keyboarding Textbook

Assessment/Evaluation:

Students will be assessed by different means throughout the school year. Students will receive a responsibility grade that is calculated by semester and is out of 100 points. Each day a student can earn up to 3 responsibility points. If a student receives over 100 points for a semester the points will be calculated into their total grade as bonus. Reasons why you would not get points for the day are as follows: absence, did not bring required material, are not paying attention, disrupting the class, or are not working during class. As well as the responsibility grade for the class the student will be graded on the following:

- Timed Typings
- Completed lessons in keyboarding software
- Keyboarding Exercise Assignments
- Word Processing Assignments

Grading:

A. School Percentages:
   1. A = 100-93%
   2. B = 92-83%
   3. C = 82-73%
   4. D = 72-65%
   5. F = below 65%

B. Work Policy:
   1. Late in-class assignments and homework will be subject to a percentage deduction each day the assignment is late. The first day the assignment will be worth 75% of its original value, 50% on the following day, 25% the next, and after that the assignment will be worth no points. It is important that you turn your work in on time.
   2. Tests and quizzes must be made up within five school days of the original date given. Students are responsible to schedule the make-up test with the teacher.
   3. Extra credit will be given rarely, but will be announced in class.
   4. It is important to participate in class discussions and not disrupt the class in order to earn the maximum responsibility points.

C. Points System:
   1. All assignments will be based on a point system.
      i. If there is a Bell Ringer they to be completed at the beginning of class. They are to be turned in at the end of the chapter and are worth 5-10 points.
      ii. Beginning Exercises/Timed Typings will range from 5-20 points.
      iii. Keyboard Software completion will range from 10-20 points.
      iv. Keyboarding/Word processing Exercise assignments will range from 20-40 points.
      v. Big Projects will range from 50-100 points.
      vi. Responsibility points are out of 120, with a possibility of earning 3 points per day.

Resources:
   1. The Business Ed Drive will have various files you will need.
   2. My page on the website will have resources and information.
   3. Eventually, Google will play an integral role in this class with getting information and sharing files.
   4. Quizlet may be used to make study cards and review them.

Questions: At the end of the semester the student should be able to answer these questions.

1. What is the Homerow? What is proper typing position?
2. What is the difference between a top-row reach and a low-row reach?
3. Why is it important to type on the home row and correctly?
4. How do you set up a business letter?
5. How do you use keyboarding software?
6. What factor does speed and accuracy have when looking at typing results?
7. What are the three key factors to becoming a better typer?
8. What careers are available to you with a high school diploma? An associate’s degree? A bachelor’s degree and beyond? Why is it important to know what is required in a future career?
9. How does learning proper typing skills help you get a degree?

**Standards:** National Business Education Association set standards:

Information Technology: I., II. 1-4, III. 1-2, IV 1-10, XIV. 1-4, XVIII. 1-3

**Outcomes/Content:**
The student will be able to:

- Navigate and efficiently use the keyboarding software
- Create well organized documents
- Type using the home row
- Not look at the keyboard while typing
- Increase typing speed and accuracy

Students: Please feel free to ask me any questions you have about the rules, the syllabus, or the class expectations that I have for you. I am here to work with you. Parents: Feel free to contact me with any remaining questions or concerns you have about your son/daughter or the class in general.

I am excited to work with you this year!

Mr. Weigold – Business Teacher