



Syllabus

KEYBOARDING

7TH Grade

Ms. A. Key

GENERAL GOALS AND OBJECTIVES: This course is designed to introduce the student to keyboarding fundamentals using Microsoft Word and MicroType. This course will also introduce multi-media skills such as Prezi, PowerPoint, Internet skills, iPads, etc. By the end of the semester, the student will be able to:

- Use the touch-typing method for striking all keys.
- Use the keypad for entering numeric data.
- Edit and proofread completed work.
- Create, open, save, edit, and print a document; add character-formatting features; change document margins; use print preview to check a document.
- Demonstrate and understand the preparation of business documents such as letters, memorandums, academic and business reports, and tables.
- Work from rough-draft copy and use proofreader's marks for editing.
- Increase speed and accuracy through timed writings.
- Utilize multi-media such as Prezi, PowerPoint, Google Docs, etc.

STUDENT GOALS:

- Develop productive keyboarding skills at the computer keyboard using proper techniques.
- Develop a positive attitude toward keyboarding and use it whenever possible.
- Meet proficiency requirements for this class for each progress report/grading period.
- Bring supplies to class EVERYDAY.
- EARN a good grade!

CLASSROOM RULES:

1. Be in your seat and working when the tardy bell finishes ringing.
2. No food, drink, or candy allowed. NO GUM!
3. Only log-in using your username & password.
4. Respect the rights and property of others.
5. Do not talk when I am talking. Raise your hand.
6. School-wide discipline plan will be followed.

GRADING PROCEDURES:

Technique (Observations include position at keyboard, key stroking, use of space bar, enter key, and shift keys, and eyes on copy), Daily grades (in class assignments), Quizzes and Tests (Vocabulary and keyed documents). Daily assignments are due that day or by the end of the week. A make-up day is given once a week for assignments that take students longer to complete or for students who are absent.

SUPPLIES NEEDED:

A folder with pockets and prongs will be provided (purple). A pencil or pen will be needed on occasion so bring to every class.

MISSED WORK PROCEDURES:

It is the student's responsibility to complete the missed work. One make-up day a week will be given to all students. My lab is also open during lunch recess. If more time is needed, time will be allotted.

INTERNET:

The Internet is available for student use only with teacher permission. Internet must be used with curriculum based learning. Students will not be allowed on the Internet until ALL work and missed work is completed. If the student has had a discipline problem during the week, he or she will not be allowed to use the Internet.

PARENTS/GUARDIANS - Please feel free to contact me anytime. You can email me at angie.key@lhwolves.net or call me at school at 501-767-3355. My class website is www.lhmskeyboarding.weebly.com .

WE ARE GOING TO HAVE A GREAT SEMESTER!!

GO WOLVES!!!

"Life is change. Growth is optional. Choose wisely." ~ unknown