Syllabus

Keyboarding

Mr. Philpot

General Goals and Objectives: This course is designed to introduce the student to keyboarding fundamentals. The student will be able to:

- Use the touch-typing method for striking all keys.
- Edit and proofread completed work.
    - Use an individualized timed writing program to increase speed and accuracy at the keyboard.
- Identity and apply keyboard shortcuts.
- Demonstrate effective use of keyboard and mouse through word processing assignments.

Course Outline
- What is keyboarding?
- Labeling computer parts and keyboard
- Proper Keyboarding technique
- History of computers
- Keyboarding terms
- Techniques to improve speed and accuracy
- Create magnets
- Create bookmarks
- Create sticker pages
- Create greeting cards
- Presentation about you
- Word Processing assignments

Student Goals:
- Develop productive keyboarding skills at the computer using proper techniques
- Eyes on the copy
- Hands on home row
- Elbows in, wrists to be level with hands
- Feet flat on the floor
- Not looking at your hands or keys while keying
- Drill and practice conscientiously during every class

- Develop a positive attitude toward keyboarding and use it whenever possible. Meet proficiency requirements for this class for each progress report/grading period.

Classroom Rules:

1. No food or drinks allowed in the lab.
2. Stay on sites and programs directed by the teacher.
3. Never rename, delete, add, or remove anything from the computer unless directed by the teacher.
4. Inform a teacher immediately when a computer is not working properly.
5. Remain seated and work quietly.
6. Do not share your username and password.
7. Log in and out with your account only.
8. Do not change any computer settings.
9. Leave your work area clean, push in your chairs.
10. Failure to follow the rules may result in loss of computer privileges.

Grading procedures:

Nine Weeks: Technique (observations include position at keyboard, key stroking, use of the space bar, enter key, and shift keys, and eyes on copy.), Daily grades (class assignments), Quizzes, Test (vocabulary and keyed documents) and weekly Bell Assignments. . He or she will be responsible for writing the daily bell assignment and turning the assignment in daily. I will check their Bell Assignment every Friday for a grade.

Because of the nature of the class, there is relatively no homework, but students are expected to make good use of their time in class at the computer and complete daily goals. If they have to be absent, I will work with them to give them extra time to stay caught up with the class.

Internet and Games:

The Internet is available for students to use only with teacher permission. The 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. The Internet policy will be followed.