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| Keyboard  Mrs. Sherri Evans | 552 South Main Street  Brundidge, AL. 36010  **(334) 735-2389**  [**Sevans@pikecountyschools.com**](mailto:Sevans@pikecountyschools.com)  **Syllabus** |
| **Course Information (Portions from the Alabama Course of Study):**  Keyboarding is a nine-week elective for the students at Pike County High School. Our program goal, as well as the State goal, for Career and Technical Education is to empower students with work-readiness skills necessary for success in the twenty-first century. Career empowered students are productive citizens who are prepared with knowledge and skills for post-secondary education or employment. The technology classroom provides all students with the opportunity to combine academics with high-caliber learning experiences.  **Course Description (Portions from the Alabama Course of Study):** The Keyboarding course focuses on three integrated areas of instruction of academic planning and career development and technology. Those focuses are Cyber Safety, Technology Responsibility, and Typing Units.  **Textbook/Materials:**  Sharpened pencil or pen  1” Three- ring binder and notebook paper  **Course** **Objectives**: The goals for this course are for students to:   1. Demonstrate Cyber Safety 2. Understand Technology Responsibility 3. Complete Typing Units   **Course Outline**: The Typing.com course outline includes the following major content:   1. Beginner    1. Keys 2. Intermediate    1. Words    2. Capitalization    3. Sentences    4. Speed Drills 3. Advanced    1. Drills    2. Numbers    3. Symbols    4. Terms    5. Wrap-up 4. Practice    1. Quadrants    2. Keys    3. Data Entry    4. Facts Laws    5. Paragraphs    6. Dvorak (1-3)   **Instructional Methods**: Google Classroom, PowerPoint presentations, cooperative group activities, class discussions, demonstrations, note-taking, role-playing, online coursework, pictures and videos, others as needed. **Assessment Procedures**: Daily assignments, tests and quizzes, performance assessments, laboratory work, project reports, assignment completion, class discussion/participation, and project presentation are used in assessing student learning and progress throughout the course. | **Weekly Breakdown (Standard)**  Week 1- Introduction, Standards review, and Cyber Safety  Week 2- Beginner  Week 3- Beginner  Week 4-Intermediate  Week 5-Advanced  Week 6-Practice  Week 7- Career Exploration  Week 8-Microsoft 365  Week 9-Final and Conclusion  **Grading**  A 90-100  B 80-89  C 70-79  D 60-69  **Behavior Plan**  First Offense- Warning  Second Offense- Student Conference  Third Offense- Parent Contact  Fourth Offense- Parent Conference  Fifth Offense- Referral  **Nine Week Grading Practices**:  50%: Exams and projects  50%: In-Class assignments and Homework.  **Culminating Product(s):** Students will create portfolios and reports on the various units. |