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| KeyboardMrs. Sherri Evans | 552 South Main StreetBrundidge, AL. 36010**(334) 735-2389****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 pen1” 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 SafetyWeek 2- BeginnerWeek 3- BeginnerWeek 4-IntermediateWeek 5-AdvancedWeek 6-PracticeWeek 7- Career ExplorationWeek 8-Microsoft 365Week 9-Final and Conclusion**Grading**A 90-100B 80-89C 70-79D 60-69**Behavior Plan**First Offense- WarningSecond Offense- Student ConferenceThird Offense- Parent ContactFourth Offense- Parent ConferenceFifth Offense- Referral**Nine Week Grading Practices**:50%: Exams and projects50%: In-Class assignments and Homework.**Culminating Product(s):** Students will create portfolios and reports on the various units. |