

# Syllabus

## Keyboarding 2011-2012

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### I. Learning and Development Goals

Students in Keyboarding will master the skill of entering alphabetic, numeric, and symbolic information on a keyboard and a ten-key pad using the touch method of keystroking. Emphasis is placed on development of speed and accuracy, proper techniques, and correct fingering. The students will develop skill in formatting letters, reports, and other business documents.

The main goal is for students to complete a high school graduation requirement by being declared keyboard proficient. They must successfully complete the keyboard competencies and pass the keyboarding class.

### II. Units of Instruction

**Keyboarding** (This is a one semester class. It will be repeated for the second semester.)

#### 1<sup>st</sup> Nine Weeks

Learn keyboard using touch method

#### 2<sup>nd</sup> Nine Weeks

Learn formatting of letters, reports, tables, and other business documents

Learn Safety in the Work Place

#### Textbook & Software

Century 21 (8<sup>th</sup> Edition) Computer Keyboarding

MicroType 4.2

### III. Instructional Materials and Resources

The following materials and resources will be needed to meet the goals for my classes for the 2011-2012 school year:

Textbooks	Pencils	Seasonal stationary
Pocket Folders	Notebook Paper	Plain Printer Paper
Dell Computers	Latex Keyboard Covers	Kyocera Laser Printers

Students are required to bring the following to class daily: pocket folder, notebook paper, pencil and/or pen.

## IV. Grading Procedures

	<u>1<sup>st</sup> Nine Weeks</u>	<u>2<sup>nd</sup> Nine Weeks</u>
<b>Minor Assessments (40%)</b>		
Weekly Quizzes	20%	30%
Program Completion	10%	10%
Homework	10%	0%
<b>Major Assessments (60%)</b>		
Keyboarding Posture & Techniques	40%	20%
Keyboarding Speed & Accuracy	20%	20%
Formatting of Business Documents	0%	20%
<u>Semester Average</u>		
1 <sup>st</sup> / 3 <sup>rd</sup> Nine Weeks	40%	
2 <sup>nd</sup> / 4 <sup>th</sup> Nine Weeks	40%	
Semester Exam	20%	

*\* Grade allocations are mandatory per district policy.*

## V. Student Records

The following procedures will be used to record student progress:

1. Grade Book – All work is recorded in pencil in the teacher’s grade book. Columns are labeled and dated to indicate each grade. These grades are then transferred to an electronic grading program, to apply the weighted percentages and calculate the grades.
2. Progress Reports – Mid-term progress reports are sent each grading period. Other grade reports are sent as necessary to keep parents informed of their child’s progress.
3. Report Cards – Report cards are sent out at the end of each nine-week grading period.
4. Other Reports – Teacher/student conferences, phone calls, notes home, emails, and Teacher/parent conferences will be utilized as necessary.

## VI. Rules for student behavior

1. Follow directions
2. Bring all necessary materials
3. No gum, food, or drinks allowed
4. No playing computer games without permission
5. Internet will be accessed only with teacher permission and supervision.
6. Students must check and report computer or keyboard cover problems upon entering the class.
7. Students must follow the Grade Level Policies of Homework and Schoolwork Recovery.

*All other school rules as outlined in the student handbook apply.*

## VII. Consequences for violating class and school rules

- 1<sup>st</sup> offense – Verbal warning
- 2<sup>nd</sup> offense – Phone call to parents
- 3<sup>rd</sup> offense – Teacher detention
- 4<sup>th</sup> offense – Disciplinary referral

***\*\*The Internet may be used only with teacher permission and supervision. Unauthorized use will result in an automatic referral to the office. \*\****

## VIII. Procedures for non-instructional routines

1. Instructions will be given at the beginning of class daily.
2. Computers will be accessed after instructions have been given.
3. Sharpen pencils at the beginning of class or after initial instruction.
4. Progress on assignments will be monitored daily.
5. Friday will be used as a catch-up day. All assignments for the week must be turned in by the end of class on Friday.
6. Attendance will be checked daily.
7. Students must have a pass from the teacher to leave class.
8. The school tardy policy will be followed.
9. During fire drills, tornado drills, earthquake drills, or bomb threats, students will leave the classroom in an orderly manner. All appropriate procedures will be followed (as outlined in the handbook).
10. Computers and work areas are left neat and clean.

## IX. Presentation of rules and procedures

All procedures, rules, and consequences will be reviewed with students the first week of school. Letters will be sent home for parents and students to read, discuss, sign, and return the designated portion. These will be filed and kept in the classroom. Rules and procedures are posted and reviewed as necessary.

## **X. Communicating with parents**

Parents of students will be contacted several times during the school year. Parents will receive:

1. a copy of the classroom rules and procedures
2. mid-nine-week progress reports
3. nine weeks report cards
4. test grades sent home for signature
5. returned student work
6. telephone calls concerning work or behavior, when needed
7. positive notes and/or calls
8. Student of the Week notices
9. Parent and teacher conferences
10. Notification of a significant drop in average

All long-range plans are flexible and may change due to student progress. The best interest of the student is kept at the center of the plans at all times. Topics of study may take more or less time than expected based on the abilities of the students and levels of progression.

## **XI. Course Objectives**

The student will be able to:

- Know the parts of the computer and computer terminology
- Key alphanumerically by using touch method
- Key ten-key pad using touch method
- Develop speed and accuracy and proper techniques
- Format letters, reports, tables, and other business documents
- Receive ½ unit high school credit and be declared Keyboard Proficient

## XII. Keyboarding Course Syllabus

1<sup>st</sup> semester (August 2011 – January 2012)

<u>Week</u>	<u>Dates</u>	<u>Topic discussed</u>
1	8/17-8/19	Introduction of rules and procedures Explore MicroType 3.0 Lessons #1-2
2	8/22 -8/26	Vocabulary Quiz on Friday Lessons #3-6
3	8/29-9/02	Vocabulary Quiz on Friday Lessons #7-10
4	<b>9/5</b> 9/6-9/9	<b>Labor Day Holiday</b> Vocabulary Quiz on Friday Lessons #11-13
5	9/12-9/16	Vocabulary Quiz on Friday Lessons #14-17
6	<b>9/19</b> 9/19-9/23	<b>Interim Progress Reports</b> Vocabulary Quiz on Friday Lesson #18-20, N1
7	9/26-09/30	Vocabulary Quiz on Friday Graded Timed Writings on Friday Lesson #N2-N5
8	10/03-10/07	Graded Timed Writings on Lessons #N6 – N9
9	<b>10/13, 14</b> 10/10-10/12	<b>Teacher Work Days</b> Graded Timed Writings on Friday Lessons #N10 – N13
10	10/17-10/21	Graded Timed Writings on Friday Formatting of Reports & Title Pages Proofreader's Marks Lessons #N14 & N17

<b>MAPS</b> Testing Window 09/01 – 09/29
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**One Min. Writings**

01

<b>Unit 1 (Chart)</b> <b>4 errors</b>
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02

<b>Unit 1 (Chart)</b> <b>3 errors</b>
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03

<b>No Timed Wr.</b> <b>Student Holiday</b>
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<b>Unit 2 (Chart)</b> <b>2 errors</b>
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**Two Min. Writings** 6

11	10/24-10/28  <b>10/31</b>	Graded Timed Writings on Friday Block Style Letters-Personal-Business Lessons: KSB #A & B <b>Report Cards</b>	<b>04</b>	Unit 2 (Chart) 4 errors
12	10/31-11/04	Graded Timed Writings on Friday Block Style Letters-Business Lesson: KSB #C & D	<b>05</b>	Unit 2 (Chart) 4 errors
13	11/7 -11/11	Graded Timed Writings on Friday Review & Conclude Block Style Letters Lessons: KSB #E & F	<b>06</b>	Unit 2 (Chart) 3 errors
14	11/14 -11/18  <b>11/22</b> <b>11/23 - 25</b>	Graded Timed Writings on Friday Formatting of Tables  <b>Interim Progress Reports</b> <b>Thanksgiving Holiday</b>	<b>07</b>	Unit 3 (Chart) 2 errors

15 11/21-11/22 Document Formatting Review – No Timed Writing

**Three Min. Writings**

16	11/28 -12/02	Graded Timed Writings on Friday Numeric Keypad – MS Excel Speed & Accuracy Work	<b>08</b>	Unit 3 (Chart) 6 errors
17	12/05 -12/9	Graded Timed Writings on Numeric Keypad – MS Excel	<b>09</b>	Unit 3 (Chart) 5 errors
18	12/12 –12/16  <b>12/19 -12/30</b>	Résumé's, Workplace  <b>Winter Break</b>	<b>10</b>	Unit 3 (Chart) 4 errors
19	1/02-1/06	Safety in the Workplace	<b>11</b>	Unit 3 (Chart) 3 errors

20 1/09-1/12 Review for Semester Exam  
Semester Exam (**End of 1<sup>st</sup> Semester Related Arts**)  
**1/13** **Teacher Work Day (no students)**  
**1/16** **MLK Holiday**

**This syllabus is subject to change.**

<b>EOCEP</b>
Testing
4-6
9-12

## XII. Keyboarding Course Syllabus 2nd semester (January – June 2012)

<u>Week</u>	<u>Dates</u>	<u>Topic discussed</u>	
	<b>1/16</b> <b>1/19</b>	<b>MLK Holiday</b> <b>Report Cards</b>	
1	1/17-1/20	Introduction of rules and procedures Explore MicroType 3.0, Lessons #1-2	
2	1/23–1/27	Vocabulary Quiz on Friday Lessons #3 - 6	
3	1/30–2/03	Vocabulary Quiz on Friday Lessons #7 - 10	
4	2/06–2/10	Vocabulary Quiz on Friday Lessons #11 - 14	<b>PASS</b> <b>Writing</b> <b>Test</b> 03/22 – 03/23
	<b>2/15</b>	<b>Interim Progress Reports</b>	
5	2/13-2/17	Vocabulary Quiz on Friday Lessons #15 - 18	<b>MAPS</b> Testing Window 03/07 – 04/08
	<b>2/20</b>	<b>President's Day Holiday</b>	
6	2/21–2/24	Vocabulary Quiz on Friday Timed Writings on Friday Lessons #19 - 20 – #N1	<b>01</b> <b>Unit 1 (Chart)</b> <b>4 errors</b>
7	2/27–3/02	Vocabulary Quiz on Friday Graded Timed Writings on Lessons #N2 – N5	<b>02</b> <b>Unit 1 (Chart)</b> <b>3 errors</b>
	<b>3/09</b>	<b>Makeup Day #3</b>	
8	3/05–3/09	Graded Timed Writings on Friday Lessons #N6 – N9	<b>03</b> <b>Unit 2 (Chart)</b> <b>3 errors</b>
	<b>3/12</b>	<b>Makeup Day #2</b>	
9	3/12-3/16	Graded Timed Writings on Friday Lessons #N10 – N13	<b>04</b> <b>Unit 2 (Chart)</b> <b>2 errors</b>
10	3/19-3/23	Graded Timed Writings on Friday Formatting of Reports & Title Pages Proofreader's Marks Lessons #N14 - N15	<b>05</b> <b>Unit 2 (Chart)</b> <b>2 errors</b>

