



## Keyboarding – Syllabus

Ms. Emily

**Course Description:** In the beginning semester keyboarding course, the student will master touch operation on a computer keyboard. Correct fingering by touch and good techniques will receive primary emphasis.

**Course Expectations:** Each student will be provided with an account to an online program called 'KeyboardingOnline.com.' This account is also available to the student anytime as long as they have an internet connection. During class time students are expected to demonstrate proper technique by placing feet balanced on the floor, sitting up straight, curving fingers over home row, keeping their eyes on their copy, and keyboarding by touch. It usually takes one quarter to learn the keyboard by touch. The second quarter will utilize basic word processing skills to increase speed and accuracy. 10-key will also be introduced.

### Grading Plan:

- Grading Scale:

A	93-100	C	73-79
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	64-66
B-	80-82	F	Below 64
C+	77-79		



### Course Policies:

**Student Work:** Music is an earned privilege once they pass off lesson 6, as long as the student continues to progress. Students will be allowed two 'brain breaks', a three minute break, from their keyboarding practice per class as they see fit.

**Music:** Students will be able to earn the privilege of listening to music during their in class practice time, but will need to provide their own earbuds/headphones. Phones will not be permitted as music devices. Students may log on to a playlist online (ie: GrooveShark, Pandora) but will not be allowed to use YouTube for music options. Students are to set their playlist and get to work. It is not the intent of the privilege to take away from practice by constantly adjusting music options.

**Portfolio:** Information about progress, timings, effort levels and such are available at their online account Keyboardingonline.com

**Homework Expectations:** If Ms. Emily feels that the student needs more support she will contact parents to recommend additional practice from home.



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Absences: Any class time missed can be made up from home so that the student does not fall behind.

Citizenship Grade: All students have an 'S', or satisfactory citizenship grade. Problems with citizenship will be addressed through a letter sent home to be signed and returned to following day.

**Short & Sweet Class Rules:** Respect equipment and allow others to work. If the right to learn is being intruded upon, a verbal warning will be given so that the student is made aware of the behavior. If the behavior continues, the student will be asked to stay after class or after school in order to review the expectation. If more support is needed a letter will be sent home identifying the behavior in question, which will need to be signed by a parent and returned the next day. Unreturned letters will warrant a phone call home.

### **Class Materials:**

Students will be able to earn the privilege of listening to music during their class practice time. Headphones or earbuds will not be provided and will be the responsibility of each student who wishes to listen to music. Students who prefer to practice on a general USB keyboard is welcome to bring in a labeled keyboard which may be stored in class.

Donations of the following items are much appreciated: USB keyboards, 10 key adding machines

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**I have read and understand the rules for \_\_\_\_\_ class.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent/Guardian's Email Address: \_\_\_\_\_ and/or \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_