



## Keyboarding – Syllabus

Ms. Emily

**Course Description:** The first term of Keyboarding the focus of the course is learn to keyboard by touch while using proper technique. Quarter two is focused on developing speed and accuracy, utilizing basic word processing knowledge. 10-key will also be introduced.

**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.

### Standard Based Grading:

Students will be graded on a Standards Based scale.

| What the Student Knows   | Score | Traditional Letter Grade |
|--|-------|--------------------------|
| <b>Exceeds Proficiency:</b> In addition to Score 85, the student uses inferences and applications that go beyond what was explicitly taught in class.                                  | 95    | A+                       |
| In addition to Score 85 performance, partial success at inferences and applications that go beyond what was directly explicitly in class.  | 90    | A                        |
| <b>Meets Proficiency:</b> No major errors or omissions regarding any of the information and/or processes (simple or complex) that were explicitly taught.                              | 85    | B+                       |
| No major errors or omissions regarding the simpler details and process and partial knowledge of the more complex ideas and processes.  | 80    | B                        |
| <b>Approaching Proficiency:</b> No major errors or omissions regarding the simpler details and processes but major errors or omissions regarding the more complex ideas and processes. | 75    | C+                       |
| Partial knowledge of the simpler details and processes but major errors or omissions regarding the more complex ideas and procedures.  | 70    | C                        |
| <b>Developing Proficiency:</b> With help, a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.                       | 65    | D+                       |
| With help, a partial understanding of some of the simpler details and processes but not the more complex ideas and processes.  | 60    | D                        |
| Even with help, no understanding or skill demonstrated.  | 59    | F                        |



## Maria Montessori Academy Junior High

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- Students will demonstrate eyes on copy, correct fingering, good technique, & appropriate posture while operating the keyboard
- Students will key numbers by touch using the 10-key pad & the fourth row on the keyboard
- Students will demonstrate basic word processing knowledge including: copy, past, saving features, use of bullets, & outline as well as using proofreader's marks to edit documents.

**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 one 'brain break', a 10 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.) 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: Each cycle the student will select evidence of their progress to add to their portfolio. These may include information printed from their Keyboarding Online account, timings, or hard copies of their work.

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

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 contact made with a parent via email or a phone call.

**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 relocate within the classroom and asked to stay after class stay after class or after school in order to review the expectation. The next step would be that the student will take time to refocus in the learning lab.

**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.

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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: \_\_\_\_\_