

**BHS BUSINESS DEPARTMENT**

**KEYBOARDING II SYLLABUS**

Instructor: Mr. Thede

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**PURPOSE OF COURSE:** The student will further improve typing skills developed in Keyboarding I course. Students will gain advanced knowledge and understanding of document formatting.

**SPECIFIC AREAS OF INSTRUCTION:** Review of touch keyboarding of all letter keys, symbols, and special function keys. Advance instruction in formatting a wide range of personal, academic, and business documents.

**LENGTH OF COURSE:** One Semester (18 weeks)

**COURSE TEXT:** **21<sup>st</sup> Century Keyboarding & Information Processing**  
*Southwestern Publishing*

**COURSE GOALS:**

1. Demonstrate and improve proper finger placement and technique in typing
2. Demonstrate touch memory of all alphabetic, numeric, and special character keys
3. Type 50 words per minute with 98% accuracy for five minutes
4. Develop and demonstrate advanced knowledge and application in formatting documents including:
  - Personal Business Letters
  - Standard Block Business Letters
  - Modified Block Letters
  - Simplified Block Letters
  - Standard Memos
  - Simplified Memos
  - Itineraries
  - Unbound Reports
  - Bound Reports
  - Endnotes
  - Footnotes
  - Reference Page
  - Agendas
  - Tables

**SUPPLIES:** Pen or Pencil, notebook (students should have these items every day)

Since high school students are nearly adults they will be treated accordingly. It is the student's responsibility to ensure that they come to class with necessary items. With the exception of midterm and final exam, instructor will not furnish students with these items.

**FOOD/DRINK:** Since C12 is a computer lab food and drink are prohibited in the classroom. Water in sealable containers is permitted.

**ATTENDANCE:** Attendance is critical for success in this class. 5 points will be awarded each day for class participation. These points cannot be made up. Students with excessive unexcused absences (6 per grading period) may be given a failing grade and no credit for the class. Unexcused absences and tardiness will adversely affect student's grade. Excessive excused absences (other than medical) are strongly discouraged due to the fast pace and nature of class work.

Tardiness will not be tolerated. Students tardy for class will forfeit their participation points for that day. Entering the classroom after the bell rings to signal the start of class period constitutes one tardy. 3 tardy infractions will result in a tardy referral and a parent contact. Additional tardiness will lead to a parent-teacher conference.

**BEHAVIOR:** Misconduct in class including profane/inappropriate language, defiance, unauthorized use of internet, playing games, text messaging, and fighting will all result in loss of daily participation points and administrative discipline.

**MAKE UP & LATE WORK:** It is the student's responsibility to make up work following an absence. It is not Mr. Thede's responsibility to remind students of missing work. All assignments are due on the assigned date. No credit will be given for work turned in one week following the due date. Quizzes (normally given on Friday or the last school day before a holiday) can only be made up beforehand when anticipated absences are expected.

**HALL PASS:** Hall passes are given on an "as needed" and are limited to the bathroom. Hall passes will not be given for other reasons (exceptions allowed at discretion of instructor) Frequent requests will lead to permanent denial of hall passes.

**HOMEWORK:** Aside from studying for quizzes or tests there will never be homework in Keyboarding II. No books will leave the classroom. This policy will be strictly enforced, as there is no way to verify that work completed outside of the lab is the work of the student. Additionally, there is then no problem of lost books. Sufficient lab time will be given in class to complete assigned work. The classroom is available for make up work outside of school hours by appointment only. Students desiring to complete work must make prior arrangements with instructor.

**As stated earlier quizzes cannot be made up.** If a student knows that they will be absent the day of a quiz they may request to make it up in advance. Sports and Extracurricular activities are not acceptable excuses for missing quizzes.

**GRADING SCALE AS FOLLOWS:**

<b>A</b>	<b>90-100%</b>
<b>B</b>	<b>89-80%</b>
<b>C</b>	<b>79-70%</b>
<b>D</b>	<b>69-60%</b>
<b>F</b>	<b>59% and below</b>

**GRADES ARE WEIGHTED AND ARE BASED ON THE FOLLOWING:**

<b>Test/Quizzes</b>	<b>45%</b>
<b>Assignments/Exercises</b>	<b>40%</b>
<b>Participation</b>	<b>15%</b>

**GRADE REPORTS:** are available at student's request. If a student has a question about their class grade they should see Mr. Thede before or after school. Due to time constraints it is not feasible to discuss individual grades during class time.

**ACCEPTABLE USE POLICY (AUP):**

Students are expected to comply with the SSUSD policy regarding student use of computers. The Burroughs Business department has a "zero tolerance" policy and will deal with student violations of the AUP in the following manner

<b>First offense-</b>	<b>1 week loss of computer privileges and call to parent</b>
<b>Second offense-</b>	<b>1 week loss of computer privileges and parent conference</b>
<b>Third offense-</b>	<b>Loss of computer privileges for entire school year</b>