KEYBOARDING I SYLLABUS

Instructor: Mr. Thede

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PURPOSE OF COURSE: The student will develop and improve keyboarding skills though a variety of word processing activities, timed drills, and daily assignments. Students will attain a basic proficiency in computer keyboarding and basic document formatting.

SPECIFIC AREAS OF INSTRUCTION: Touch memory keyboarding of all letters, symbols, and special function keys. Formatting guidelines for simple letters, memorandums, and tables.

LENGTH OF COURSE: One Semester (18 weeks)

COURSE TEXT: **21st Century Keyboarding & Information Processing**
Southwestern Publishing

GOALS OF COURSE:

1. Become familiar with operation and basic troubleshooting of classroom computers.

2. Learn to use word processing software that is utilized in class.

3. Achieve competence in keyboarding personal and business documents including block letters, standard and simplified memorandums, unbound reports, outlines, manuscripts, and tables

4. Acquire both **speed** and **accuracy** in typing.

5. Upon completion of course, display typing rate of 35 WPM and 95% accuracy.

6. Recognize and apply formatting abbreviations, proofreading marks, and special function quick keys

HOMEWORK: Aside from studying for quizzes or tests there will never be homework in Keyboarding I. 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:

A	**90-100%**
B	**89-80%**
C	**79-70%**
D	**69-60%**
F	**59% and below**

GRADES ARE WEIGHTED AND ARE BASED ON THE FOLLOWING:

Test/Quizzes	**45%**
Assignments/Exercises	**40%**
Participation	**15%**

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

First offense-   1 week loss of computer privileges and call to parent

Second offense-   1 week loss of computer privileges and parent conference

Third offense-   Loss of computer privileges for entire school year