

KEYBOARDING 8

Class Description and Grading Policy Mr. Goll



COURSE OUTLINE

Keyboarding is a class designed to review and/or teach touch-typing and learn the proper keyboarding techniques that lead to mastery of operation of the keyboard. It will prepare students for more advanced computer applications courses.

OBJECTIVES

1. The students will learn and demonstrate proper keyboarding techniques.
2. The students will master the keyboard using touch-typing skills.
3. The students will develop letters and reports in correct format.

CLASS RULES

Keyboarding students will follow the Salina South Middle School Behavior Expectations:

1. Be seated, with all materials, ready to work when the bell rings.
2. Keep hands, feet and objects to themselves and practice acceptable behavior.
3. Show respect for school property, self and others and do not use put downs, threats or intimidation.
4. Do not eat candy or chew gum in the computer lab.
5. Follow any additional rules or instructions given by staff.

CLASSROOM PROCEDURES

1. Students will bring a pen or pencil, paper, Cougar Planner and any other assigned materials to class each day.
2. Students will wait for permission to log into the computer system. Their passwords must be kept private. Students are not allowed to use other student's folders or passwords. Remember, students are responsible for anything that is put into their folders.
3. Students are expected to remain seated at their stations unless given permission to do otherwise.
4. Students are not allowed to change any settings on the computer and are not allowed to browse or search through folders without permission.
5. Students are to treat the computer and all classroom equipment with care.
6. Students are not allowed to bring drinks into the lab.
7. Students are not allowed to print material without permission.
8. Students need to have an up-to-date Internet license.
9. Students will be allowed to use hall passes twice during each quarter. If there is a medical problem, please let the teacher know.

GRADING

Keyboarding is a skill. Two general methods are used to assess changes in student achievement in keyboarding. First, subjective evaluation is used to measure technique and work habits. Second, objective evaluation is used to measure success through performance and knowledge tests. You will learn to type, or improve your typing skills, safely and accurately.

Grades are based on a point system. The total points that you earn are divided by the total points possible.

The largest percentage of your grade will come from demonstrating proper technique. Other grades will come from your progress through the course which will be determined by teacher observation, timed typing tests, the number of lessons completed, objective tests, and effort.

1 st Quarter	
✓ Speed	10
10 = WPM 30+	
9 = WPM 29-25	
8 = WPM 24-20	
7 = WPM 19-15	
6 = WPM 14-10	
✓ Technique	
Ability to strike keys using correct technique.....	10
Knows where the keys are without looking.....	10
Accuracy	10
Posture.....	10
(Hips back with back straight, fingers curved, wrists up with legs in front on the floor)	
✓ Completing Assignment	20
✓ On Task/Following Directions	5
✓ Effort	5
✓ Tests	20

2 nd Quarter	
✓ Speed	20
20 = WPM 40+	
18 = WPM 39-35	
16 = WPM 34-30	
14 = WPM 29-25	
12 = WPM 24-20	
✓ Technique	
Ability to strike keys using correct technique.....	10
Knows where the keys are without looking.....	10
Accurate.....	5
Posture.....	5
(Hips back with back straight, fingers curved, wrists up with legs in front on the floor)	
✓ Completing Assignment	20
✓ On Task/Following Directions	5
✓ Effort	5
✓ Tests	20

TARDINESS AND ATTENDANCE

Students are tardy if they are out of their seat when the tardy bell rings. It is the student's responsibility to arrive to class on time each day. Being tardy wastes learning time and is disturbing to the class. Those students that become habitually tardy will make up time.

It is important to be in class each day. Lessons may need to be made up during Cougar Time (with teacher approval), after school, or at a time mutually agreed upon by both student and teacher.

CONSEQUENCES

If the class expectations and rules are not followed, and depending on the type of expectation not reached, the consequences listed below will be administered:

1. A verbal warning will be given.
2. Student will be dismissed from room or computer.
3. A student/teacher conference will be arranged with note going home of summary.
4. Student will be issued an Office Referral (Office Referrals **may be given at any time** depending on the severity of the offense.)
5. Students found browsing or using someone else's folder will be given an Office Referral, plus see the teacher after school for further action.
6. Students found viewing or accessing inappropriate material at any time will lose their internet license and/or the right to use the computer for a determined amount of time, with a loss of grade during that time period. Parents will be notified.



Mr. Goll

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