

2009-10 Course Syllabus for Keyboarding Plus

Course Name: Keyboarding Plus

Open to: All Students

Prerequisites: None

Course No. Bus 113

Duration: 1 Semester

Credits: 1

Teacher: Mr. James Evans

Phone: (563)258-2085 and leave a message

Comments: Students must provide their own pocket folder for keyboarding.

Office Hours: 7th Hour - Prep

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Course Description

Welcome to Keyboarding! If you attend class every day, on time, and participate in class to the best of your ability every day, by the end of the course you will be able to TOUCH TYPE! Keyboarding is recommended for all students. In Keyboarding, you will learn the basic techniques and skills for preparing personal-business letters, business letters, academic and business reports, multi-page research reports, tables, Excel spreadsheets, and PowerPoint presentations on the computer. These skills are necessary for all future computer use. Upon successful completion of this course, you will earn you one credit toward graduation. Successful completion of the required competencies in this course may lead to 2-4 credit hours for Keyboarding courses at any community college in Iowa.

Standards/Course Expectations

Academic Standard I—Understand Career Concepts: A, B

Academic Standard II—Understand the Principles of Communication: A, B, C, D, E, F

Activities/Timeline

Students are required to actively participate in all classroom exercises, complete daily work, timed writings, quizzes, and a cumulative semester exam.

Weeks	Lessons in Text	Unit
4	1-15	Learning the Keyboard
7	41-60, 72-79, 89, 99	Formatting Documents
2	65-71, 91-97	Tables
1		Career Exploration
2	28-32, 121-140	Excel & Numeric Keypad
1		Internet
1		Review & Test

Course Objectives

Upon completion of the course students will:

- ◆ Apply correct touch-typing technique to key without looking at the keyboard.
- ◆ Type at a rate of 40 words a minute for 3 minutes with no more than 4 errors.
 - Experienced typist will improve their speed by at least 10-20 words a minute with less than 4 errors.
- ◆ Operate the computer and the software quickly and correctly.
- ◆ Apply basic language arts and proofreading principles correctly while typing a variety of documents.
- ◆ Type reports, a variety of business correspondence, tables, spreadsheets, and PowerPoint documents using a variety of formats.

Core Materials

“Keyboarding with Computer Applications” by Johnson, Chiri, Cotton, Stanley, MS Word, Excel, PowerPoint, Internet

Evaluation/Assessment

Grading: Your Keyboarding grade will be broken down with 20% being earned through 3-minute timings, 70% being earned through production work, and 10% earned on the final test. All work must be completed on time to be accepted for full credit. *Cheating/Plagiarism will not be tolerated and will result in a zero grade for the assignment(s). Discipline may also include referral to the AP’s office, loss of class credit and a failing grade.*

Absence Policy & Make-up Work: If you are absent, it is YOUR responsibility to see me regarding work that you need to complete. Tardies and absences will be recorded, please refer to the Parent/Student Handbook. Please be on time as a courtesy to the other students in the class. Grades for late and make-up work will be reduced by 10% for each day past the due date.

Timings

Timings are 20% of your TOTAL grade. After about the first 2-3 weeks we will begin scoring timings. The grading scale is attached. The first quarter timing grade is an average of the top 3 timings for the first 9 weeks. The second quarter timing grade will be determined by averaging the top 3 timings for the second 9 weeks and applying the improvement scale. This course emphasizes accuracy, not speed, which is why timings are only 20% of your grade. You do not need to type fast to get a good grade and even if you do type fast that does not mean you will get a good grade. You must be in class everyday, participate everyday, and do well in your production work in order to get a good grade in this class.

Production Work

Production Work is 70% of your TOTAL grade. This grade will consist of keying, formatting, and proofreading assignments. We will start from the very beginning—as if no one has ever typed before—so that all students learn the proper way to type. It is my goal for you that by the end of this course you will be able to use correct technique to type without looking at the keyboard. If you can do this, you will be well on your way to a good grade in this class. If you attend class everyday on time and you actively participate during the full class period, you will be successful in this class.

Semester Final

You will also be required to take a cumulative semester final which will be 10% of the final grade. You will be allowed to use your class folder and any notes/handouts you have taken during the semester.

The Production grading scale is:

A	93-100%	A-	90-92%
B+	87-89%	B	83-86%
B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%
D+	67-69%	D	63-66%
D-	60-62%	F	59% and below

Class/homework Is due the following day at the beginning of class unless otherwise indicated. All work must be completed on time to be accepted for full credit. Any assignments turned in after I have collected them will be considered one day late and will be reduced by 10%. Late work will be reduced by 10% for each day past the due date.

Extra Credit **No extra credit** is given in Keyboarding Plus.

Absence and Tardy Policy

Absences & Tardies

If you are absent, it is **YOUR responsibility** to see me regarding all make-up work. You are considered tardy if you are not in your seat when the bell rings. Tardies and/or absences will be recorded. If there is an obvious, chronic, or serious attendance infraction, parents/guardians will be contacted and the student will be referred to the AP's office for disciplinary action (*See Student Behavior: District Policy 5200*).

Attendance/Behavioral Expectations

1. Bring a folder to keep your completed and graded work, notes, and handouts in. The folder is to be kept in the classroom.
2. You will not be allowed to leave the classroom without your own, complete student agenda.
3. Do show respect for:
 - a. Yourself
 - b. Fellow students and their right to learn,
 - c. The teacher's right to teach, and
 - d. All classroom equipment--do not change the settings, colors, defaults, etc. on the computer and leave your workstation cleaned up and ready for the next class!
4. Be in the right place, at the right time, with the correct materials. Bring a black or blue pen or a No. 2 pencil and a positive attitude.
5. Permission for Internet usage must be granted by the teacher. **Absolutely no game playing, Internet surfing, or using the computers in anyway unless permission has been given to you by your instructor.** Points will be deducted from your grade if you do not follow this rule. See *DCSD Internet Use policy 5504*.
6. **Cheating and plagiarism** will not be tolerated. If you are caught cheating or plagiarizing, you will receive a zero on the assignment(s) or test(s).
7. **No food or drink will be allowed in the classroom.** Only water will be allowed. No carbonated or flavored water is allowed. No drinks near the computers! I reserve the right to confiscate any food or drink brought into the classroom.
8. **No electronic devices** are allowed in the classroom unless they are turned off and in your book bag/purse/pocket (these include headsets, pagers, cell phones, beepers, laser lights, ipods, etc.). If I see these items in class, I reserve the right to confiscate them and turn them into the AP's office.
9. No coats or hats are allowed to be worn in the classroom.
10. Stay seated until the bell rings, no lining up by the door; clean up your workspace; and push in your chair when you leave.
11. If you have any questions, are having difficulty understanding a topic, or need additional help, let me know and **I WILL HELP YOU!**

Grading Scale 3-Minute Timings

Maximum Errors = 6		
END 1st Quarter		
WAM	Grade	Letter Grade
47	100	A
46	99	A
45	98	A
44	97	A
43	95	A
42	93	A-
41	91	A-
40	90	A-
39	89	B+
38	87	B+
37	86	B
36	85	B
35	84	B
34	83	B-
33	81	B-
32	80	B-
31	79	C+
30	78	C+
29	77	C+
28	76	C
27	75	C
26	74	C
25	73	C-
24	71	C-
23	70	C-
22	69	D+
21	67	D+
20	66	D
19	65	D
18	64	D
17	62	D-
16	61	D-
15	60	D-

Maximum Errors = 4				
END 2nd Quarter Improvement Scale				
Speed Gain Required to Qualify for:				
Grade from 1 st Qtr.	A	B	C	D
70 or above	+4 wam	+3 wam	+2 wam	+1 wam
60-69	+5 wam	+4 wam	+2-3 wam	+1 wam
50-59	+6 wam	+5 wam	+3-4 wam	+2 wam
40-49	+7 wam	+6 wam	+4-5 wam	+3 wam
30-39	+8 wam	+7 wam	+5-6 wam	+4 wam
29 or below	+8 wam	+7 wam	+5-6 wam	+4 wam