



Keyboarding 6

Andover Middle School

Mrs. Miller

millerg@usd385.org Ph. 316-218-4610

Course Description

This course is designed to introduce and master the touch method of the keyboard. (Not looking at their hands while typing) Students will develop keyboarding skills that will enhance confidence in being able to communicate effectively through the use of computer technology. Correct posture and position at the computer are emphasized. Upon completion of the course, students should be able to key by touch at least 30 words per minute on a 3-minute straight copy timed writing with 3 errors or less. The second half of the course will focus on learning word processing software by creating documents using correct formatting techniques. This course will also include the use of online tools such as blogs and wikis, as well as basic desktop publishing features. If time allows this course may also include an introduction to basic presentation software.

Course Objectives

By the end of the course, students will be expected to accomplish the following:

1. Master basic keyboarding techniques
2. Correctly format and process basic documents
3. Build a foundation of production skills, speed and accuracy
4. Develop writing skills through composing at the keyboard

Make-up Work

The computer lab will be available for make-up work by arrangement with Mrs. Miller. The computer lab cannot be left open due to the expensive equipment; prior arrangements must be made. It is a student's responsibility to complete make-up and/or missing assignments. I allow 2 weeks from the date an assignment is given to complete and turn in because all work must be done in class. **Therefore arrangements MUST be made to come in outside of class time to make up missing assignments.**

Tardy Policy

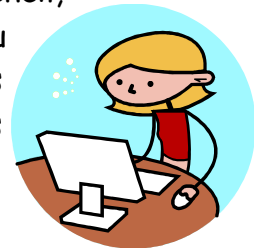
If you are not in the room when the bell rings you are tardy. A tardy will result in a conduct point.

Acceptable Use Policy

All students are expected to use school computers and the Internet appropriately to support educational learning. Students should not damage or change any computer, settings, etc. Violators will be referred to the office, lose conduct points, and parents will be contacted.

Classroom Supplies

Students should bring the following materials to class every day: a pen/pencil, agenda book, keyboarding folder (with log sheets), and a book to read. If you have homework to work on you may bring that as well in case your daily work is completed and you have spare time. A conduct point may be given if supplies are not brought to class and the student must go to the locker to get them.



Remember the 3 P's

Be prompt:

- ✓ When the bell rings you should be in your seat.
- ✓ Log onto the computer and begin warm-up activity or begin lesson as instructed on board.

Be Prepared:

- ✓ You should bring your agenda book, pen/pencil, a book to read, and keyboarding folder.
- ✓ When you are finished with the daily assignment, you are expected to read a book or work on any homework you may have.
- ✓ You will not be allowed to leave class without your agenda book.

Be Polite/Patient

- ✓ Respect other's property and privacy.
- ✓ It is your responsibility to leave your work area neat and clean before leaving.
- ✓ Do not damage the books, computer, table, mouse or any equipment.
- ✓ Use proper language.
- ✓ Do not change settings on the computer.
- ✓ NO FOOD, DRINKS, or GUM ALLOWED!
- ✓ Raise your hand if you need help. Please be patient and understanding when I am helping multiple students during class.

Grading Policy

The following things will be grade during the course of the school year.

- ✓ Technique/Work Habits
- ✓ Timed Writings
- ✓ Assignments/projects
- ✓ Performance assessments (for skills learned/programs used)

Timed Writings - Words per minute (wpm)

<u>1st half of year</u>	<u>2nd half of year</u>
23 wpm & up A	30 wpm & up A
20 to 22 B	25 to 29 B
17 to 20 C	21 to 24 C
13 to 16 D	15 to 20 D
Below 13 F	Below 15 F

STUDENTS WILL HAVE A GRADE SHEET IN THEIR KEYBOARDING FOLDER TO RECORD GRADES FROM CLASS AND ON ASSIGNMENTS. PLEASE REVIEW THIS SHEET WEEKLY.

Web Resources

You may access information about keyboarding through the following:

- ✓ Edmodo—students have created accounts; parents may use parent code to sign up
- ✓ Andover Middle School web page—all teachers have a page that includes lesson plans and email contact info. My page even includes an **ASSIGNMENT CALENDAR**.
- ✓ PowerSchool—students and teachers can access their online grade book to keep track of performance and attendance. **Powerschool is updated about every two weeks
- ✓ Remind101—this website or downloadable APP can keep you connected with text/email reminders or notes that I send out. **see attached page to subscribe

