

Keyboarding Course Syllabus Mr. Waibel

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Course Description:

Keyboarding is a one semester course designed to improve your speed and accuracy by learning the touch method for keyboarding. Using Microsoft Word, you will learn how to format reports, letters, memorandums, tables, and resumes. The basics of Microsoft PowerPoint will also be introduced. No matter what profession you choose, you will be working with computers. Therefore, the skills that you develop in Keyboarding are a necessity.

Course Objectives:

- Key the alphabetic keys by touch
- Gain familiarity with the touch method on the numeric keys and the 10-key numeric keypad
- Use correct technique at the computer, including safety methods to avoid repetitive strain injury
- Demonstrate keyboarding speed and accuracy on straight copy material
- Proofread and correct errors
- Apply punctuation, numeric, and capitalization rules
- Format reports, letters, memos, tables, and resumes
- Use and understand features of word processing software
- Use and understand features of presentation software
- Apply ethical policies to the use of technology

Textbook and Materials:

- Textbook: Century 21 Computer Keyboarding, Seventh Edition
- Pen/pencil, and notebook
- 3-ring binder (1 inch recommended)

Class Rules:

- Good attendance is essential if you want to do well in this course. Also, a third tardy will result in the deduction of participation points and a detention.
- Come to class prepared! This means bringing your textbook, notebook, pen/pencil, etc. to class every day. If you have to go to your locker for these items, participation points will be deducted.
- Keep your assignments up-to-date. If you are absent, it is YOUR responsibility to obtain missed assignments/notes.
- Courteousness and consideration should be practiced at all times during this class. This is in regards to fellow classmates, teachers, and guest speakers.
- Assignments, quizzes, and tests missed due to excused absence (illness, field trip, etc.) must be made up within a reasonable time after your return to school.
- Late work will be accepted for partial credit (less 25% for one day late; less 50% from over one day late until date of next unit test). Late work will NOT be accepted after this time.
- No hall or washroom passes (beyond two) will be issued during class without the loss of participation points.

Academic Honesty:

It is expected that all material submitted for this course is the actual work of the individual whose name appears on the material. Research information must be properly documented. Violations of academic honesty include, but are not limited to cheating, plagiarism, and receiving help on a test. Copying another person's assignment will result in both the copied assignment and the original assignment guilty of academic dishonesty. A student found guilty of academic dishonesty is subject to failure for the assignment in question and/or failure of the course.

Grading Information:

First Quarter

- 25% Work/Assignments/Notebook/Quizzes and Tests
- 40% Technique (Graded by a series of observations)
- 25% Timings/Speed (Average of the 3 best one-minute timings, with 90% accuracy)

- A = 45+
- B = 38-44
- C = 30-37
- D = 25-29

- 10% Class Participation (includes punctuality, coming to class prepared, locker/washroom passes, attitude, etc.)

100%

Second Quarter

- 40% Work/Assignments/Notebook/Quizzes and Tests
- 20% Technique (Graded by a series of observations)
- 30% Timings/Speed (Average of the 3 best one-minute timings, with 95% accuracy)

- A = 50+
- B = 43-49
- C = 35-42
- D = 30-34

- 10% Class Participation (includes punctuality, coming to class prepared, locker/washroom passes, attitude, etc.)

100%

Grading scale:

93-100% = A (5.0) 85-92% = B 76-84% = C 68-75% = D Below 68% = F

Semester Grade:

- 40% 1st Quarter
- 40% 2nd Quarter
- 20% Final Exam (cumulative)

100%

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TIMINGS GRADING SCALE

Your three best timings for each quarter will be averaged to earn the indicated grade from the timings/speed percentage of your quarter grade.

1 st Quarter			2 nd Quarter		
WPM	% Grade	Grade	WPM	% Grade	Grade
50	100	A	55	100	A
49	98	A	54	98	A
48	96	A	53	96	A
47	94	A	52	94	A
46	92	A	51	92	A
45	90	A	50	90	A
44	88	B	49	89	B
43	87	B	48	88	B
42	86	B	47	87	B
41	85	B	46	86	B
40	84	B	45	84	B
39	82	B	44	82	B
38	80	B	43	80	B
37	79	C	42	79	C
36	78	C	41	78	C
35	77	C	40	77	C
34	76	C	39	76	C
33	75	C	38	75	C
32	74	C	37	74	C
31	72	C	36	72	C
30	70	C	35	70	C
29	68	D	34	68	D
28	66	D	33	66	D
27	64	D	32	64	D
26	62	D	31	62	D
25	60	D	30	60	D
24	58	F	29	58	F
23	56	F	28	56	F
22	54	F	27	54	F
21	52	F	26	52	F
20	50	F	25	50	F
19	48	F	24	48	F
18	46	F	23	46	F
17	44	F	22	44	F
16	42	F	21	42	F
15	40	F	20	40	F
Below	0	F	Below	0	F