

KEYBOARDING

During this 9-week course we will be learning about computers, computer history, keyboarding, Microsoft Office-Word and PowerPoint, among others. At the end of the course a portfolio will be due that includes all the work that the students did in class.

-This course is designed for students to develop and enhance touch skills for entering alphabetic, numeric, and symbolic information on a keyboard. Students should be able to compose and produce personal, educational, and professional documents.

An Example of what we will be doing this semester:

Typing/Finger Positioning/Posture: Students will learn, practice and be graded on correct fingering and posture during typing activities.

Computer Worksheets: Topics will include hardware, software, input/output and data storage.

Microsoft Word: Students will learn the basics of Word that include margins, line spacing, font, design, etc. Students will complete a final assessment at the end that covers all items learned during this unit.

Microsoft PowerPoint: Students will learn how to use PowerPoint for speaking presentations. Rules for design and content will be discussed. Students will complete a final assessment at the end that covers all items learned during this unit.

Microsoft Teams: provides teachers and students a secure place to connect and collaborate, share content and educational applications, and access homework, grades, class discussions and notifications. Assignments are to be turned in to Teams. This can be accessed at home, if there is internet availability.

LAB RULES

#1 NO food or drinks allowed! Water will be permitted only if left in backpack until use.

#2 Stay on sites & programs directed by the teacher.

#3 NEVER rename, delete, add, or remove anything from the computer unless directed by teacher.

Keyboarding Syllabus

- #4 Inform the teacher immediately when a computer is not working properly.
- #5 Remain seated & work quietly.
- #6 DO NOT share your username & password!
- #7 Log in & out with your account only.
- #8 DO NOT change any computer settings.
- #9 Leave your computer area clean. Push in the chair & tidy up the keyboard, headset, and mouse before you leave.
- #10 Failure to follow the rules could lead to loss of computer privileges.

Discipline Procedure.

1st offense: I will make eye contact & use nonverbal cues to get the scholar's attention.

2nd offense: I inform scholar that they will be receiving a phone call to the parent.

3rd offense: Move student to another location.

4th offense: I will make eye contact with student & ask the student to step into hallway. I will join the student in the hallway & we will discuss their inappropriate classroom behavior and how to improve it.

5th offense: Student is referred to office. I call home and/or email parents.

Here are a few very strong suggestions from me that will be enforced within the Keyboarding classroom:

Gum is permitted only if I do not see it-that means keep it in your mouth! Once I see any under tables or chairs, gum will be banned.

Drinks will only be allowed in the backpack until use. There are to be no food or drinks by the computers. NO EXCEPTIONS.

Wash your hands! We do not want our keyboards to get sticky.

Use sanitizer to keep clean and avoid getting sick.

Additional Notes:

Assignments not turned in on the due date will be entered as a zero, unless special arrangements are made between the student & the teacher concerning a delayed due date. Students will not only have the specified class

Keyboarding Syllabus

period(s) to work on the projects, but also during Flex, after school on Tuesday's. District policy will be adhered to regarding student absences and additional time to finish work missed.

It is the student's responsibility to make-up any work missed because of an absence. Work assignments can be found.....

If you would like to have the option to correspond with us via email, please do So.

My contact information is below:

Ms. Shenelle Gerald
Johnakin Middle School –Business Education Teacher
843-423-8360 ext. 3434 (school ext)
843-992-7832 (cell)
sgerald@marion.k12.sc.us (email address)

I've reviewed my child's syllabus and understand the course requirements as well as Ms Gerald's Expectations, Rules & Consequences. Items within this syllabus are subject to change.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____