



**COMPUTER KEYBOARDING
COURSE SYLLABUS**
Kelly Pyle
Joplin High School

Computer Keyboarding is a one semester course (1/2 credit). The class is open to all students in Grades 9, 10, 11, and 12 on an elective basis, but it is suggested to take it at the 9th grade level if possible. Keyboarding is recommended for those students that are beginning typists.

Textbook: Century 21
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The learner will:

1. demonstrate "touch type" of the alpha/numeric keyboard with proficiency (1:4)
2. compose and key short responses and paragraphs to related suggested topics (2:2, CA1)
3. use word processing software to key letters, memos, reports, tables & presentations (1:8, 2:1, 2:7, CA4)

In this course, students will improve speed and accuracy by learning the touch method for keyboarding. Students will be encouraged to use the proper hand position and proper techniques at the keyboard. MicroSoft Office will be used to format word processing documents. Students will demonstrate searching skills using the internet, demonstrate proofreading and spell checking skills, and will apply desktop publishing skills. Timed writings scores will be recorded weekly.

Classroom Expectations:

- No food or drinks allowed in the classroom
- The attendance policy of the school will be followed in this course.
- Any student who receives failing grades in this course will be urged to attend after-school tutoring. Lab times will be posted.
- Be on time and ready to work when the bell rings.
- Be prepared. Students will not be allowed to leave the classroom once the bell rings to get materials from a locker.
- If a student cheats on an assignment or test, a zero will automatically be issued for that work.

- Students will be responsible for obtaining and completing missed assignments, due to sickness or a school-related absence. (If student missed 2 days - then 2 days will be allowed to make up work) A zero will be given for missed assignments until work is made up.
- Students will not be allowed to use personal software/CDs in the school computers. The school Internet usage forms will be reviewed and must be signed by the student before he/she will be allowed to use the computers in the classroom.
- **NO ASSIGNMENTS FOR THIS COURSE MAY BE COMPLETED OUTSIDE OF SCHOOL.** Students are expected to always do their own work and turn in only their own work. Cheating is not allowed. All files should be kept until after the quarter.
- If you are found to be on the Internet and/or playing Internet games when it is not appropriate for the class, consideration will be made to restrict your computer access to the programs required for class.

Grading Scale:

Grades are based on daily work and increasing speed and accuracy. First quarter mid-term grades are mainly based on attendance since learning the keyboard is essential to successful completion of this course.

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

1st Quarter:

Basic operations and concepts

MicroType Lessons

Personal Business Letters - Memos - Reports

2nd Quarter:

MicroSoft Word - Tables

MicroSoft Excel Basics

MicroSoft PowerPoint Basics

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