

# KEYBOARDING I

(1/2 Credit)

2009-2010

**COURSE MATERIALS:** Textbook: Office 2007 by Shelly, Cashman, and Vermaat  
Various handouts  
Cortez Peters Drills and Timed Writings  
Type to Learn

**INSTRUCTOR:** Terri Lasby, B206  
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**OFFICE HOURS:** By appointment

**COURSE DESCRIPTION:** Students will be using a microcomputer and appropriate software to develop basic skills in keyboarding, including touch-type operation of the keyboard, ability to prepare simple business letters, reports, manuscripts, and outlines. Review and drill work is available for those students who have previously developed some keyboarding skill.

**PERFORMANCE GOALS:** Upon completion of Keyboarding I, the student will:

1. Keyboard by touch method (keeping eyes on copy while keyboarding).
2. Use efficient techniques in the operation of the computer.
3. Use basic rules that apply to arrangement of copy on paper.
4. Apply skill and understanding to the production of keyboarded material.
5. Keyboard from printed, script, corrected, or revised copy.
6. Compose, at the computer, simple messages.
7. Proofread copy for accuracy of keyboarding and evaluate acceptability.

**PERFORMANCE OBJECTIVES:** Given the necessary materials and prior instruction, the student will:

1. Demonstrate the ability to keyboard using the touch method by keyboarding with accuracy on assignments.
2. Demonstrate knowledge of the keyboard by keyboarding with accuracy on assignments.
3. Demonstrate the ability to proofread keyboarded copy by using proofreading marks to indicate errors on hand-in assignments and proofreading quizzes.
4. While keyboarding, demonstrate knowledge of correct keyboarding techniques by using the proper keyboarding position as presented by the text or instructor.

5. Show or demonstrate the ability to use the correct manipulative computer part in a given situation.
6. Demonstrate technical knowledge of lines and spaces by properly positioning copy (as requested by instructor or text) on paper.
7. Demonstrate the ability to set up and keyboard memorandums and letters according to mailability criteria.
8. Demonstrate knowledge of margin and tab settings by correctly setting up and keyboarding assignments.
9. Obtain a minimum straight-copy timed writing speed of 35 GWAM (gross words a minute) with a maximum of five (5) errors on at least two 5-minute timed writings.
10. Demonstrate the ability to follow directions given by the textbook and/or the instructor.

**GRADING:** 90% of your grade for this class will be based on total points scored on assignments, homework, and tests. 10% of your grade for this class will be based on timed writings. You must obtain Gross Words a Minute (GWAM) with a maximum of 5 errors on a 5-minute-timed writing. At the end of the course, you must have one of the following levels:

35+ =	<b>4</b>	<b>(two acceptable timings)</b>
	=	<b>3.5</b>
		<b>(one acceptable timing)</b>
31-34 =	<b>3</b>	<b>(two acceptable timings)</b>
	=	<b>2.5</b>
		<b>(one acceptable timing)</b>
25-30 =	<b>2</b>	<b>(two acceptable timing)</b>
	=	<b>1.5</b>
		<b>(one acceptable timing)</b>
20-24 =	<b>1</b>	<b>(two acceptable timings)</b>
	=	<b>.5</b>
		<b>(one acceptable timing)</b>
0-19 =	<b>0</b>	

You must complete **80%** of all assigned work or you will be given a failing grade. You must take the final exam to receive a grade for this course. **Your points will be totaled and divided by the total possible points for the course.**

#### **FINAL GRADE COMPUTATION:**

<b>A</b>	93-100%	<b>B-</b>	80-82%	<b>D+</b>	67-69%
<b>A-</b>	90-92%	<b>C+</b>	77-79%	<b>D</b>	63-66%
<b>B+</b>	87-89%	<b>C</b>	73-76%	<b>D-</b>	60-62%
<b>B</b>	83-86%	<b>C-</b>	70-72%	<b>E</b>	Below 60%

**ETHICAL CONDUCT:** This instructor requires the highest level of honesty, integrity and professionalism from everyone all the time. Any infraction will be dealt with in a strict manner the first time. No excuses will be accepted, no second chances given. It is expected that all students have read the student policy and procedure handbook and understand it. Student rights, responsibilities and regulations are also published in the student handbook.

Simply stated, **DO YOUR OWN WORK**. If you choose to help another student, it is your responsibility to provide real help. Do not just give them answers or show them your work or loan them your work. This would constitute academic dishonesty. Anyone caught cheating will be given a zero for that activity and be subject to further action at the option of the instructor.

If for some reason you have a question or due to special circumstances are unsure of the right thing to do, it is your responsibility to contact your instructor and **ask before you act.**

**ADA/SPECIAL NEEDS STATEMENT:** If you need course adaptations or accommodations because of a disability, if you have medical information to share, please make an appointment with me as soon as possible.

**TITLE IX STATEMENT:** Grayling High School is an equal opportunity institution, encourages diversity, and does not discriminate against race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, disability, or other protected category under Michigan and federal law. Compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) is a priority of the college.

**GENERAL CLASSROOM PROCEDURES:**

Students are to save their work in their student directories, not to the hard drive, to receive credit. If the assignments are not in the student's directory, the student will NOT receive credit.

Problems with hardware and/or software are to be reported to the instructor IMMEDIATELY.

Students must save EVERY returned assignment in their notebook. This will help in any confusion or discussion regarding grades and/or missing assignments.

Do NOT share your password or use another student's password to logon to the network.

Always check equipment for damage prior to beginning class.

Do NOT open another student's document or tamper with or change in any way anyone else's work or computer.

Come prepared with paper, pencil, pen, book. If you forget any materials, you will do without it for the period. Bring your notebook to class every day.

Be on time. Two tardies equal one absence. If you are late, you miss instruction and suffer the consequences.

When assignments are finished early, the student may NOT play games. Games are NOT to be played at any time for any reason, EXCEPT if free time is earned and permission is received by the instructor in advance. If students finish work early, they may work ahead of the class or work on homework for other classes only after showing instructor that their assignment is completed. Students may choose to do Internet research as well or ask the instructor for additional work.

MySpace is NEVER allowed under any circumstances and will result in the loss of Internet privileges or other action as deemed appropriate by administration.

The bell does not dismiss you. The instructor does.

Reserve non class-related questions for the last ten minutes of class time.

Do NOT change screen savers and wallpaper.

Do NOT modify any settings on the computer.

Books may not be taken home without instructor's permission.

Sharpen pencils BEFORE bell rings for beginning of class.

Be in seat BEFORE bell rings for beginning of class.

No personal grooming during class time.

Students may NOT go to the office to use the telephone.

Cell phones are to remain in your lockers during class time.

Sign out any time you leave the room for any reason.

Papers are turned into the red bin at the end of the counter marked with your class period.

Some assignments will be corrected in class.

If you do not understand instructions, please raise your hand to ask a question.

Clean up work station and room prior to dismissal. Throw away all trash. **This is part of your grade!**

Do NOT line up at the door. Remain seated until teacher dismisses you at the end of class. Push in your chair prior to leaving.

5<sup>th</sup> hour students must shut down and power off computers at the end of the hour and turn off monitors.

When you are absent, it is your responsibility to make up your work by the next class period. Do not interrupt class to ask about missing work.

Use your passes wisely. You will be given three passes per trimester only. You must sign out prior to leaving and sign back in upon returning. Unused passes may be exchanged for extra credit points at the end of the trimester.

If you are requesting progress reports or pre-arranged absence reports, or any other paperwork to be filled out by me, please place them in my in-basket on my desk before the bell rings at the beginning of class. They will be filled out and returned to you before the end of class.