

# Keyboarding I

Disclosure Document

2011 - 2012

Mr. Gadd

Welcome to computer keyboarding! I'm looking forward to another new semester and am glad to have you in my class. I know that many of you have had lots of experience using a computer, but most of you have developed some bad habits, like looking at the keyboard. You are here to break those habits and learn to type by touch -- that means not looking at your fingers. It may be hard at first, but you will get used to it and greatly improve your ability to quickly enter information. I'm glad that you decided to take this class. Keyboarding is a skill that will help you throughout your life. Please make sure you are familiar with the policies of this class so you will know what you need to do to achieve your goals.

## COURSE DESCRIPTION

In this course the student will master touch operation on a computer keyboard. Correct fingering by touch operation and good technique will receive primary emphasis; speed and accuracy will be given secondary emphasis. The student will learn fourth row numbers and symbols. The 10-key pad will also be taught. Students will use basic word processing functions on a variety of document types.

## REQUIRED MATERIALS

Students must have a pen or pencil each day in class.

## GRADING POLICIES

Grades will be determined by the following weighted categories:

1. PARTICIPATION – 40%. Students will earn points each day when they demonstrate “on-task” behavior and complete assignments.
2. TECHNIQUE – 30%. Students will be observed and evaluated weekly on their keyboarding technique. This evaluation will include proper keyboarding position, keystroke technique, and touch operation.
3. SPEED AND ACCURACY – 30%. Throughout the course students will demonstrate their progress by taking three-minute timed writings. The score for this category will consist of the words per minute (wpm) average of the three best timings. In order for a timed writing to be recorded, the student must have 12 or fewer errors for the three minute period. In the first quarter the student will receive 100 points in this category if (s)he averages 25 wpm. This score will be reduced by 3 points for each wpm less than 25. To receive full credit in the second quarter, the student must key 35 wpm, or another appropriate personal goal determined by the teacher. The score will be lowered according to the same formula given for the first quarter.

The weighted average will be applied to the grade scale to determine the final grade.

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

**Please do not request exceptions to the grading policy.** It is unfair to other students if requests for grade increases are honored.

## ATTENDANCE POLICY

ABSENCES: There is no homework in this class so consistent attendance is essential for skill improvement. If a student is absent (for any reason) more than 2 times in a quarter they will receive a zero for the daily assignment score. The zero may be made up by completing an eTime remediation session. Missed days must be made-up before the last week of the quarter. See Mr. Gadd for details. Students who are suspended by the administration will receive a zero for the day, but they may make-up the score by attending eTime session(s).

TARDIES: The school-wide tardy policy will be enforced in this class

## DISCIPLINE PLAN

ELECTRONIC DEVICES: These devices (**including cell phones, iPods, and laser pointers**) are not appropriate in the classroom. The cell phone/music player school policy will be enforced in this class.

WRITING ON SCHOOL PROPERTY: If a student is writing on desks, computers, or other school property, (s)he will be required to clean all the desks in the classroom.

CANDY, GUM, AND SODA: The custodial staff has requested that these items are not to be brought into, or consumed in the classroom. This policy will be strictly enforced in the computer lab since these items are potentially damaging to computer equipment.

IMPROPER USE OF COMPUTERS: Keyboarding is not a general computer use class. Students may only access computer programs as the instructor gives directions. If any student is using the computer improperly (unauthorized games, internet usage, changing computer settings etc), (s)he will lose computer privileges. The student will also lose grade points on those days that computer access is denied.

Students must be aware that the computer lab contains expensive and fragile equipment. They must act accordingly at all times or the privilege to participate in this class may be denied. **A monetary penalty will be charged against any student who damages or changes the settings on any school computer.**

Any other discipline problems will be handled on an individual basis. Consistent offenders may be referred to the administration for disciplinary action.

## INTERNET ACCESS

You can track your (or your student's) progress by accessing the Oak Canyon Junior High website. The address is [www.oakcanyon.alpinedistrict.org](http://www.oakcanyon.alpinedistrict.org).

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_