

# JH Keyboarding Syllabus

Mrs. Michele Kelley

## Course Goals:

This course aims to improve keyboarding skills, enhance overall technology foundation, and develop solid note-taking abilities.

## Course Description:

Keyboarding will build on previous skills used in everyday class. This course will use various platforms to help students thrive in typing, note-taking, and general keyboard use. Students will be tested on their keyboarding skills.

## Instructional Strategies/Learning Activities:

- *Individual Learning:* Students will complete individual learning on the computer, online websites, and through other activities. The basics of keyboarding will be learned individually.
- *Lectures and guided practice:* Lectures will be a part of some classes to cover new material.
- *Cooperative Learning:* Activities will be implemented in class as part of supplemental work for new material and mastery of skills and programs.

## Topics Covered:

- Keyboarding
- Google Docs
- Google Slides
- Google Sheets
- Gmail
- Google Drive
- Canva

## Materials Needed:

- Chromebook
- Writing Utensil

## Classroom Rules:

- It is your responsibility to set up/take down tables at the beginning of class and take them down at the end. Work out a schedule with your tablemates so everyone does their fair share.
- No candy or food in the classroom.
- You may bring a drink to class in a container with a lid. Remember, if you make a mess, you clean it up.

- You will NOT leave the room during regular class time. The only exceptions to this rule are to see the nurse or go to the office.
- The classroom door will remain locked at all times. KNOCK if you need to enter.
- Bring all necessary materials to class.
- Common courtesy and respect for one another is expected at all times.

### **Tardy Policy**

Any student who comes to class within fifteen minutes of the starting bell for any class period will be considered tardy for that hour. Tardies will be cumulative each quarter with tardies resetting at the end of each. These tardies include Pride Time (8:15 am).

- 1st - 2nd - Warning 3rd - 1 day lunch detention
- 4th - 3 days lunch detention
- 5th-8th - 5 days lunch detention
- 9th + - referral to high school office. Discipline could include, but not limited to, before/after school 30 minute detention, ½ day ISS, full day ISS. Student behavior records will be considered.

### **Behavior Policy:**

The classroom should be a learning environment, and behavior that disrupts the learning process is unacceptable. Possible consequences for disruptive behavior may include detention, notification of parents, conferencing with the principal, or other appropriate action. Students will abide by academic and disciplinary guidelines outlined in the Student Handbook.

### **Assessment/Grading:**

- Homework will be given as needed. Projects and tests will be given every lesson unless instructed otherwise. Points will be assigned to each assignment, participation, class work, project, and test. Scores will be based on a percentage of points earned out of points possible.
- Assignments are due when requested. Assignments turned in within 24 hours of being due will receive 75% credit. Work turned in after 24 hours will receive 50% credit.
- Extra credit is available by winning the quarterly daily challenge competition and donating one full-sized box of tissues. Each of these efforts will add 1% to your final grade.
- Assignments given before a student's absence and due on the day of the absence, are to be immediately submitted when the student returns to school.
- Students are allowed 2 days to make up work for each day missed, should an assignment be given during their absence.
- Students will not be given credit for assignments on which they cheat or help others cheat. Cheating includes plagiarism.

Please sign below to indicate that you have read and understand the information outlined in Mrs. Kelley's JH Keyboarding Syllabus. This syllabus can be found by visiting Mrs. Kelley's homepage via the Stanberry R-II District website.

Student Signature & date	
Parent Signature & date	
Parent email address	
Parent cell phone number	