



Keyboarding Course Description



2003-2004

The purpose of this course:

- To help students learn proper keyboarding (touch typing) techniques.

The goal of this course:

- For students to gain the skills necessary to type their own reports and papers in a reasonable amount of time.

Grading:

Test, Quizzes, Assignments, Preparedness* & Homework 50%

Every test, quiz, assignment and homework the students will be given in this class will be worth a specific number of points. At the end of the marking period, the total number of points the student have earned will be calculated to determine the “Test, Quizzes, Assignments & Homework” This grade will be worth 50% of the report card grade. Points will be deducted for work submitted late.

- * All students are to keep a folder (2 pocket with prongs for notebook paper) for this class. The folder is to contain all the papers, handouts, notes, tests, etc. that are given in this class. Students are responsible to keep this folder in good order. **They should have the folder every day in class** and should refer to it like a “computer manual” when working at the computer or on assignments. **If students lose their folder, they will be expected to get another.**

Type To Learn 50%

Student will be working with a software package entitled “Type To Learn”. Student's progress and effort with this package will count for 50% of the grade. Ideally students would complete at least through Mission 15 by the end of the semester.

Homework:

Students should practice keyboarding for 15 minutes each night, using correct fingering and without looking at their hands. Students will be asked to keep a weekly log of their practice sessions. This log should be signed by their parents each week. To encourage honesty, the points for this log will be awarded based on having a parent signature and being turned in on time.

Occasionally, other assignments will be given, but the thrust of the homework will be to practice, practice, practice.

Parent Communication:

Each week Mrs. Cornett updates her Schoolnotes.com site. This is a valuable tool for parents to know what is happening in the class. **Parents are strongly encouraged to sign up so they will be notified when changes are made to the site.**

Parents who have concerns or questions at anytime during the school year are encouraged to send me email if possible. My email address is: scornett@ncs.k12.de.us

Technology/Keyboarding Class

Rules & Consequences

Supplies Needed:

A **folder** with **2 pockets and prongs** with 5 sheets of lined paper in the center.











Please have the folder with lined paper in it by _____

Pencil





Colored Pencils: Red, Blue, Green, Orange

Agenda Book

Class Rules:

-  Adjust the height of your seat at the beginning of class and then leave it at that height.
-  Do not roll around on the chairs.
-  Do not touch the screen with fingers, pencils or other objects.
-  When students are practicing their typing, all students need to refrain from talking.
-  Wait for directions before using the hardware.
-  Only use the programs or sites you have been instructed to use.
-  Only open files or folders that belong to you.
-  Do not change any computer settings, including desktop backgrounds or screen savers without specific directions from Mrs. Cornett.
-  Respect yourself, others, materials and equipment.
-  Observe all rules in the student handbook.

Consequences if you choose to break a rule:

-  Misuse of the chairs will result in the student being given a standard chair to use until such time as it is felt the student is ready to follow the rules regarding the use of the pneumatic chairs.
-  Misuse of computers and/or thin client systems will result in the loss of computer privileges until such time as it is felt the student is ready to follow the rules regarding the use of the technology.
-  Demerits and referrals will be issued in accordance with the school code of conduct.
-  Parents may be contacted if the teacher feels the student's behavior warrants a phone conference.

Does your family own: (Put a Y for Yes, or an N for No.)

A **working** computer? _____ If Yes, Circle One: Windows Macintosh Linux

A **working** printer? _____

Do you have Internet Access? _____

Student: I have read and understand the classroom rules and consequences. I agree to honor them to help create a room where everyone can learn.

Student Name (printed) _____

Student Signature _____ Date: _____

Parent: My student and I have discussed the classroom rules and consequences. I understand them and will support them.

Parent Name (printed) _____

Parent Signature _____ Date: _____