

KEYBOARDING 1

2017-2018 Academic Year

Instructor:Dave Behling

Classroom:.....I-102

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Course Description:

This is a beginning keyboarding course. Students will learn the touch technique for operating a computer keyboard. Students will also develop formatting and editing skills, which will enable them to produce high quality documents.

Text:

Microcomputer Keyboarding and Document Processing (Johnson-Stanley)

Goals:

- Develop manipulative skill required to use a computer.
- Learn the touch technique for operating a computer keyboard.
- Develop formatting and editing skills for personal-use documents.
- Develop language skills.
- Develop environmental protection habits by recycling.
- Develop self-esteem by demonstrating the ability to produce high quality documents.

Requirements:

- Complete Selected Lessons 1-40 of the textbook.
- Complete Lessons 1-19 Alphabetic Keyboarding in MicroType. (1st quarter)
- Complete Lessons A-T Keyboarding Skill Builder in MicroType (2nd quarter)
- Timed Writings (with goal increasing regularly – see website for grading matrix)
- Final Examination (timed writing, memo, letter, table, multiple-page academic report)

Make-Up Work

Work missed due to absences may be made up on student's own time (before school, at lunch, during study hall) within one (1) week of the assignment due date without penalty, if the absence was excused.

It is the responsibility of student to obtain any missed work. Thereafter, the instructor will accept no make-up work, unless previous arrangements have been made.

Students with excessive trancies (7 per semester grading period) may be given a failing grade and not receive credit for the class (per Administrative Resolution AR-5121)

Student Conduct in the Classroom

Students are expected to respect others and the classroom. Additionally, students are subject to school rules, policies and behavior expectations in the classroom as outlined in the Student Handbook provided to all students at the beginning of the school year.

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work; examinations, reports, and projects must be that of the student's own work.

Evaluation:

1st Quarter

Technique – 50%
Assignments – 20%
Timed Writings – 20%
Class Participation – 10%

2nd Quarter

Technique – 30%
Assignments – 30%
Timed Writings – 30%
Class Participation – 10%

Final Examination:

There is a cumulative Final Exam taken during "Finals Week". The semester grade is an average of both quarters, plus the Final Exam grade.

Grading

Per LUHSD Administrative Regulation AR5121 grades for achievement shall be reported each marking period as follows:

Outstanding Achievement/Above grade level Standards	A
Above Expected Achievement/Above grade level Standards	B
Expected Achievement/Meets grade level Standards	C
Below Expected Achievement/Meets grade level Standards	D
Little or No Achievement/Below grade level Standards	F
Incomplete	I
No Mark	NM
Withdrawal/Fail	WF

Classroom Expectations and Rules

- No food or drink at the computers and/or sewing areas (this includes water).
- Have a pen and/or pencil available each class.
- Cellular/electronic devices shall be **"NO SEE, NO HEAR"** during instructional minutes.
- Follow District Dress Code (LUHSD BP/AR 5132). All clothing shall be within bounds of decency and good taste. Shirts and shoes are required at all times. Hats and sunglasses are not to be worn in classrooms/instructional areas.
- Complete lessons on time and to the best of your ability.
- Respect your fellow students; the classroom and equipment; and yourself.
- **EXTRA CREDIT OPPORTUNITY** -- Provide one ream of copy/printer paper.