**Keyboarding I**

***Ms. Earl***

**Email: monicaearl@alpinedistrict.org Website: https://earlsclass.weebly.com**

**Keyboarding: *A Critical Skill***

Keyboarding is a critical life skill. Students will have an opportunity to master the basics of proper keyboarding while in my class.

By the end of the semester, students should know the computer parts and their functions, be able to key the alphabetic and numeric keys by touch using the correct technique, and be able to correctly format a variety of documents. Proper keying technique includes the following:

|  |  |
| --- | --- |
| * **Eyes on Copy** *(not on hands)* | * **Proper Fingering** |
| * **Curved Fingers** | * **Curved Wrists** *(not resting on the keyboard)* |
| * **Proper Positioning at the Keyboard** | * **Feet on the Floor** |

**Expectations:**

* + - 1. **Be Prepared:** Come to class ready to learn. Please bring a pencil or pen to class every day.
      2. **Be Respectful:** 
         1. Be respectful of all furniture and equipment. There should be no food, drinks, gum, or candy in the classroom.
         2. Log off the computer and clean up your area before you leave each day.
         3. Treat other students and adults with respect.
         4. Music, games, and the Internet are a privilege and are allowed only with the teacher’s permission.
         5. Follow Alpine School District’s Acceptable Use Policy.
      3. **Be Engaged in Learning:** Your number one goal in this class is to improve your Keyboarding. Therefore, avoid the temptation to play games or do other things that will make it difficult to achieve that goal.
      4. **Be Honest:** Cheating will result in a 0 for the assignment or test and **cannot** be made up. Cheating includes copying someone else’s work, as well as allowing someone to copy your work or access your files.

**Attendance**: You are expected to be to class on time. This means being in your seat and ready to begin when the bell rings. Since most of the work will be done in class, being absent and/or tardy can affect your ability to keep up. The school policy regarding attendance will be followed in my class. Extended absences will be dealt with on an individual basis.

**Assignments/Make-up Work**: You are responsible for finding out what work you miss when you are absent. All work is due by the final deadline posted on my web site and announced in class. **Certain assignments/activities may NOT be included in this policy. I will let you know when this is the case.**

**Website**: I encourage both parents and students to check my website regularly for deadlines and a schedule of what we are doing in class. It can be accessed through the AFJH web site or directly at earlsclass.weebly.com.

**Hall Passes:** Please get drinks and take care of other business before coming to class. However, I understand that you may need to leave class on occasion. Please do not take advantage of hall pass privileges. The need to use hall passes for medical reasons will be handled on an individual basis.

**Speed Goals:** Students will have an individual speed goal. For beginners, it is 25 wpm with six or fewer errors by the end of the 1st term and 35 wpm with four or fewer errors by the end of the semester. All speed tests will be two minutes. Students who have already reached 35 wpm early on in the semester will work on improving their keyboarding skills by 5-8 wpm each term.

**Grading:** Grades will be based on technique, quizzes/tests, daily work, speed, and effort. I update grades frequently so please check Skyward often. I also encourage everyone to check my website regularly for deadlines and a schedule of what we are doing in class.

A 93-100

A- 90-92

B+ 87-89

B 84-86B- 80-83

C+ 77-79

C 74-76

C- 70-73

D+ 67-69

D 64-66

D- 60-63

F 59 and below

**Grading First Term**

30% Technique

70% Daily activities and assignments

**Grading Second Term**

20% Technique

70% Daily activities and assignments

10% Speed

**Parent Inquiries:** I am looking forward to getting to know each of my students and seeing them improve their keyboarding skills. If you have any questions or concerns regarding this class, please feel free to contact me. Email is the best way to contact me as I am usually able to check it frequently and respond right away. Please update all contact information in Skyward so that I may communicate with you as well.

*CTE courses do not discriminate based on race, color, national origin, gender or disabilities.*

**DISCLOSURE CONTRACT**

**Keyboarding**

By signing this paper both the parent and the student agree to the following:

1. We have read and understand Ms. Earl’s disclosure.
2. We understand and agree to the rules for computer and Internet use.
3. We accept the rules for this class as stated above and give our permission for our student to use the Internet and their student email account while in this class.

Student’s Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_

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

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_