

KEYBOARDING 1

Academic Year 2011-2012

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

Make-Up Work

There are no make-up privileges for work missed during an unexcused absence. (See the Student Handbook for a definition of “unexcused absence”.) Work 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.

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. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

Penalty for cheating is applied per the Student Handbook and the "Discipline Matrix".

Evaluation/Grading:

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.

Grade Scale

A 90—100%

B 80—89%

C 70—79%

D 60—69%

F 59% and below

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Period: _____ Date: _____

Name: _____ ID Number: _____

I have read and understand the syllabus for Keyboarding I (*available online at www.behtek.com*).

1. NO FOOD OR DRINK IS ALLOWED IN THE LAB (THIS INCLUDES WATER).
2. Schedule/assignments are posted online at www.behtek.com
3. Bring a pencil or pen to class every class.
4. Provide one ream (package) of copy paper (available at office supply stores/Target/WalMart.)
5. Cellular phone usage is not allowed during instructional minutes, if a parent needs to reach a student, even in the case of an emergency, they should call the school at 925/625-5900, state that it is an emergency and ask to be connected to the I-102 classroom.
6. iPods, MP3 players, personal music devices usage is not allowed in the classroom, device will be confiscated and turned into building office for student/parent to pickup according to student handbook.
7. Sufficient time is given in class for students to complete the assigned tasks; homework may/will be required if a student falls behind on the assigned work or if class time is missed due to absence. Certain assignments (primarily timed writings and production work) must be completed during class time for credit.
8. There are no make-up privileges for work missed during an unexcused absence. (See the Student Handbook for a definition of "unexcused absence".) Work 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.
9. There will be no (or very limited) extra credit available. Students need to do the work when it is assigned to the best of their ability. If extra credit is offered it will not replace assigned work, but will usually be in the form of due dates moved up.

The best way to contact the instructor is by e-mail (behlingd@luhsd.net).

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please Print Name: _____

Parent e-mail address (optional): _____

(a complete copy of the syllabus and this agreement are posted at: www.behtek.com)