

## Course Syllabus for Keyboarding

**Teacher:** Mrs. Guebert

### Summary:

Welcome to Keyboarding! This course is intended to increase student's finger dexterity, skill, and proficiencies necessary for quick and accurate information processing on any keyboard. Correct key-stroking is stressed. This course provides the keyboarding basics necessary for future academic requirements and job placement. It is geared towards students who are: 1) new to keying or do not key efficiently; or 2) looking to increase keying speed and accuracy.

### General Expectations:

1. Students should be seated, have all the materials they need, and ready to begin class on time.
2. Students will use the computers according to the rules stated in class/ in the school handbook and will only use approved websites and software applications.
3. Students are to treat everyone with respect as well as people's property.
4. The student is expected to follow all classroom and school rules and respect the technology and equipment in the room.
5. Stay in your seat during class as well as quiet while others are talking.

### Consequences:

First Offense: Warning

Second Offense: Meet with me to discuss issue at hand

Third Offense: Disciplinary referral

### Assessment/Evaluation:

Students will be assessed by different means throughout the school year. Students will receive a responsibility grade that is calculated by semester and is out of 100 points. Each day a student can earn up to 3 responsibility points. If a student receives over 100 points for a semester the points will be calculated into their total grade as bonus. Reasons why you would not get points for the day are as follows: absence, are not paying attention, disrupting the class, or are not working during class. As well as the responsibility grade for the class the student will be graded on the following: • Timed Typings • Completed lessons in keyboarding software • Keyboarding Exercise Assignments.

Questions: At the end of the semester the student should be able to answer these questions.

1. What is the Homerow? What is proper typing position?
2. What is the difference between a top-row reach and a low-row reach?
3. Why is it important to type on the home row and correctly?
4. How do you use keyboarding software?
5. What factor does speed and accuracy have when looking at typing results?

6. What are the three key factors to becoming a better typer?
7. What careers are available to you with a high school diploma? An associate's degree? A bachelor's degree and beyond? Why is it important to know what is required in a future career?
8. How does learning proper typing skills help you get a degree?

**Outcomes/Content:**

The student will be able to:

- Navigate and efficiently use the keyboarding software
- Type using the home row
- Not look at the keyboard while typing
- Increase typing speed and accuracy

Students: Please feel free to ask me any questions you have about the rules, the syllabus, or the class expectations that I have for you. I am here to work with you.

Parents: Feel free to contact me with any remaining questions or concerns you have about your son/daughter or the class in general.

I am excited to work with you this year! Mrs. Guebert – Business Teacher

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By signing, and returning, this form, we admit to reading and understanding all of the information provided on the syllabus for Mrs. Guebert's Keyboarding class. Any information about course content, areas of focus, expectations, and grading procedures is fully understood and those items described will be followed in accordance to the syllabus throughout the length of the course.

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**Student's printed name**

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**Student's signature**

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**Parent/Guardian printed name**

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**Parent/Guardian signature**