

Keyboarding Syllabus

Teacher: Mr. Smith
Room: 808
Phone: 449-2400 ext. 2458

CLASS OVERVIEW:

Students will use touch-typing strategies to reach a minimum of 15-25 words per minute with accuracy (e.g., meets school-identified standard for accuracy).

The seventh grade student will

- Use touch-typing strategies to type 15 words per minute with 80% accuracy.

The eighth grade student will

- Use touch-typing strategies to type 25 words per minute with 90% accuracy.

Grades in this class are on a pass/fail basis.

Class Expectations:

1. **Be on time.** Students are to be seated and ready when the bell rings. The school's tardy policy will be followed.
2. **Be prepared.** Students are to bring the daily planner, binder and ID every day, a pencil or pen, and be ready to think and learn!
3. **Be on task.** Students are expected to follow directions given and to work on the given assignment.
4. **Be courteous and respectful.** Students are to act appropriately in the classroom environment. Only kind and mutual respect of the teacher and fellow students will be allowed in our classroom lab!
5. **No food, candy, gum or drinks will be allowed.** The only exception will be bottled water, which will be kept on the floor.

Behavior Responsibilities: No one has the right to interfere with the learning of others. Being in school and using the computer equipment is a privilege and a responsibility and must be treated as such.

1st offense: The student will be given a verbal warning and is expected to change their behavior and come to class with a positive attitude.

2nd offense: The student will bring home an incident report and a call to the student's parents will be made.

3rd offense: The student will be given a referral.