**7th Grade Keyboarding**

**Course Syllabus**

**2011-2012**

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**Objective:**

This semester course is designed to give students the opportunity to learn keyboarding skills. Students will use the “touch” method for keyboarding and key without looking at the keyboards. Students will learn to format reports, letters, memorandums, tables, and other vital documents using word processing. Keyboarding skills will be developed on a HP computer using Word 2007. Speed and accuracy are emphasized. Basic computer concepts will also be incorporated into this course.

**Topics to Cover:**

**Keyboard Mastery**

1. Demonstrate correct fingering and proper techniques to key alphabetic, numeric, and symbolic information.
2. Use correct punctuation, grammar, spelling, and capitalization rules.
3. Demonstrate keyboarding speed and accuracy on timed writings.
4. Proofread and correct errors.

**Computer Applications**

1. Identify steps of the process to save, name, and open documents using the ABO server.
2. Identify and use basic Word 2007 vocabulary and concepts.
3. Save all assignments in a keyboarding folder in their file.

**Student Goals**

1. Develop productive keyboarding skills at the computer keyboard using proper techniques:
   1. Eye on the copy
   2. Hands on home row
   3. Elbows in, wrists to be level with hands
   4. Feet flat on the floor
   5. Not looking at your hands or the keys while keying
2. Drill and practice conscientiously during every class.
3. Develop a positive attitude toward keyboarding and use it whenever possible.

**Grading**

1. Your grade will be based on the following:
   1. 40% Techniques
   2. 40% Lesson assignments, exercises, and daily work
   3. 20% Timed writings
2. We will use the grading scale stated in the Sully Buttes handbook.

A+ 100

A 99-97

A- 96-94

B+ 93-92

B 91-89

C+ 86-84

C 83-81

D+ 78-76

D 75-73

D- 72-70

**Late Work**

1. Late or missing work, resulting from an absence from school, will be handled as stated in the Sully Buttes handbook.
2. Other late work or uncompleted assignments are subject to the following:

Students may hand in work the following class period, from which it was due, for 90% credit (10% off). Any late assignments not turned in the following class period (or before) will receive a maximum of 50% credit. Late work will only be accepted through the end of the quarter in which it was assigned.