

Keyboarding (25S)
Course Outline
Semester 1
September, 2024- January, 2025
Credit Value: 1/2 Course Code: 001
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Course Description:

This half credit course will improve students' typing accuracy and speed on computer keyboards, and using the touch-keying technique (keeping ones' eyes on the copy and or screen, not the keyboard, while typing). Each module consists of a lesson that provides opportunities to practice and apply keyboarding skills in order to create, edit and format a variety of types of documents efficiently. Learning activities throughout this course provides students with the opportunities to practice their skills prior to completing assignments. It is structured as follows.

Modules of Study:

Module 1- The Alphabetic Keyboard (September-Mid October)

This module focuses on learning to keyboard using the QWERTY fingering system. It will also touch on learning how to create and format some basic documents.

Module 2: Numeric Keys on the Alphabetic Keyboard (Mid October-Mid November)

This module focuses on learning how to key numbers correctly using the alphanumeric keyboard, as well as creating documents using correct keyboarding techniques.

Module 3: The Numeric Keyboard (Mid November- End of December)

This module focuses on learning how to key numbers correctly using the numeric keypad as well as create documents using correct keyboarding techniques.

Course Evaluation/Assessment

<i>Assignments</i>	70%
<i>Final Examination/Project</i>	30%
<i>Total</i>	100%

Required Materials:

- ✓ Binder
- ✓ Loose leaf
- ✓ Pencils/Pens
- ✓ Computer Access

Classroom Expectations

You are expected to be on time, prepared to learn, and be respectful to all people in the classroom. All assignments and projects must be completed and handed in on time to be considered for full marks. If you miss class, please notify the school, and know that it is your responsibility to get caught up.

Being in a class that requires computers, it is essential that all students follow directions and use the technology provided in a respectful and meaningful way. If students are caught playing games online, using social media, or doing anything that is not directly related to class or instructed they will be asked to shut down their computer. If this happens the student may become behind in class, and it is their responsibility to get their assignments done on time. ***There will be no warnings; this is your only warning.***

Late marks, zeros, and incompletes will be given according to the Ste Rose School Policy Handbook.

As the teacher I also have responsibilities that include making sure your grade is accurate, meaningful, and consistent with your understanding, and making sure you have the information you need to be successful. I will also have an open line of communication with your parents and/or guardians to ensure you are meeting everyone's expectations; your parents', your teacher's, and your own.

Please do not hesitate to ask if you need help with anything. I am always available during the school day, and I check my email at least once per evening.

Cellphone Policy

You are expected to pay attention and be respectful at all times during the lesson. Phones should not be used unless given instruction/permission from the teacher. Phones will be removed from class if it becomes an issue.

Late Policy

You will be considered late if you are 10 minutes late for your lesson.

Absences Policy:

Your parents/guardians will be receiving an email/phone call/letter if you are absent 5 times this year. They will be receiving another email/phone call/letter if you have absent 10 times. If you are absent more than 10 times, a parent meeting will need to be scheduled in order for you to continue with this class.

Plagiarism/Cheating Policy

1st offence- The student will receive a 0 (zero) on the assignment. A phone call/email will be sent to the parent/guardian.

2nd offence- A letter will also be sent home to the parent/guardian. The parent must sign the letter and return it to the school. The Student will receive a 0 (zero) on the assignment.

3rd offence- The student will receive a zero on their assignment and they will be referred to the principle for further disciplinary action. A meeting will need to be arranged with the parent/guardian to address the severity of this issue.

Late Assignment Policy

Late assignments will only be accepted according to the teacher's discretion. Students will not be allowed to hand in late assignments; and they will be entered as an incomplete on the Maplewood marking system.