

Keyboarding Syllabus

Luther Burbank Middle School

Mr. Gattuso

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Course Description

Using project-based instruction and directed practice, students are introduced to basic computer skills. Keyboarding, an essential computer skill, will also be a part of the instruction. Students will learn to use computers effectively and to apply their knowledge to real-world situations.

The goal of this course is to provide all middle school students with an introduction to the principles of computer science, basic keyboarding skills, Internet safety and usage, and computer applications. Students will explore how personality traits and personal values align with career choices. Personal, professional, and ethical standards of behavior for the workplace will be examined and reinforced in the classroom.

Course Goals

Upon successful completion of this course, the student will be able to understand, apply, or assess:

- Keyboarding Skills
- Computer System Components
- Word Processing
- Spreadsheets
- Presentations
- Desktop Publishing

Software and Web Sites

- Microsoft Office (Word, Excel, PowerPoint)
- Adobe PhotoShop
- typingweb.com

Discipline Plan

LISTEN--follow directions the first time; be in assigned seat and on task when bell rings; bring supplies to class everyday; hand in assignments on time. Do not talk when the teacher is instructing. Severe problems will be referred to the appropriate administrator.

Attendance & Make-up Work

All students are expected to attend classes daily. If a student is absent, arrangements should be made to complete make up work. IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT THE WORK MISSED.

Tardy Policy

Students who are tardy to class more than three times will be subject to office referral.

Please make arrangements with me to make up or finish an assignment. I am usually available in the mornings from 7:50 a.m. to 8:20 a.m. and most afternoons until 4:15 p.m. for those students who need help or extra time with any work.

Grading

Grading will be based on class participation, daily observations, and completed projects/assignments.

Daily Observations:	40%
Keyboarding Practice:	30%
Projects/Assignments:	30%

Daily Observations:

Makes good use of time. Works diligently so as to stay on schedule and not get behind.

Talking is limited to conversation that furthers progress on assignment yet does not divert another student or students from accomplishing his or her tasks.

Consistently stays focused on the task and what needs to be done. Very self-directed.

Work reflects the student's best efforts.

Shows respect of classmates, computers and equipment, and the teacher.

Keyboarding Practice:

Students will practice keyboarding every day, with a goal of 25-35 words per minute and 95% accuracy.

Projects/Assignments:

Students will develop documents in multiple formats (word processing, spreadsheet, electronic presentation).

Note: Mr. Gattuso reserves the right to change or adjust any section of the course guide to more adequately meet the needs, abilities, and interests of students.

Rules to remember

No gum, food or drinks allowed
No writing on machines, covers, books, or tables
Do not unplug anything unless told otherwise
Do not "play" with machines or change software in any way
Be honest
No checking e-mail or engaging in chat rooms
Do not bring CDs, flash drives or diskettes to class without permission
Respect others; no copying other's work
Put all trash in appropriate place
Keep your work area neat and clean
Keep all other supplies except for this class away from the workstation
No sitting on countertops/tables
Turn in all work by assigned date
Come to class every day
Make effective use of class time

UNLESS ASSIGNED BY THE TEACHER, NO COMPUTER GAMES WILL BE PLAYED IN THIS CLASSROOM!!!

Improper use of the computers in any way can result in your dismissal from this class. This includes--but is not limited to--using software other than that assigned, logging onto the Internet without permission or class assignment, logging onto inappropriate Internet sites, downloading ANYTHING from the Internet without approval, printing anything personal without permission, changing screensavers or desktop icons, changing toolbars, etc. without permission.