

Keyboarding

Mrs. Christiansen

Lehi Jr. High School

KristalChristiansen@alpinedistrict.org

Welcome

Welcome to Keyboarding! This is going to be a great class. I am excited to have you in my class and I look forward to getting to know you better. Keyboarding skills set the foundation for developing entry-level skills for all careers and being prepared for high school and college. The skills you learn in this class will help prepare you for your future educational and career pursuits.

Course Description & Objectives

Keyboarding is a one-semester course designed to help students develop speed and accuracy by learning the touch operation of standard keyboard. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; and proper care of the equipment.

By the end of the course students should be able to type at a rate of at least 35 words per minute and/or **improvement by 20 words per minute.**

We will be using Edutype.com, which is an online program for middle school students. We will set up a student account in the first week of school. In addition, we will use Microsoft Word, Google Drive, and our class website (lehijrhighbusiness.com) to learn basic word processing skills.

Computer Lab Rules

- 1) Do not change the settings on the computer.
- 2) Do not bring food or drink into the computer lab.
- 3) Do not play games during class time.
- 4) Do not "surf the web" during class time.

Students who do not follow the computer lab rules will be removed from the computer for the day and longer if needed. Please use the computers wisely.

Classroom Expectations

Establishing a safe learning environment for students is a top priority in my classroom. Together we can make this happen by following classroom rules and

behavior guidelines. By doing the following you will have a richer learning experience in this class and develop life long learning habits.

- 1) I will come to class ready to type.
- 2) I will make mistakes and learn how to correct them.
- 3) I will listen to and follow directions.
- 4) I will show responsibility for my own actions and behavior.
- 5) I will take charge of my learning by working hard and working smart.

Rewards

Feeling good about yourself is a reward that you will come to expect in my class as you come prepared to type and take responsibility for your academic performance; doing these things will leave you with more confidence in your abilities to type.

Consequences

By not obeying the rules you might experience an environment change (such as changing seats), and lost opportunities to learning something new. I will remind you what appropriate behavior in my class is and if you are not modeling such behavior then we will have a conference to discuss any problems that you might be having and make adjustments according.

Participation and Attendance

Good keyboarding technique is learned over the course of the class, absences will create a problem with being able to complete the assigned work on time. If a student is absence he or she will be required to make up missed work during Flex. All keyboarding needs to be done in Lab 141; because the keyboards are blank and will help the students develop proper keystrokes and over time increase accuracy.

Internet Accounts

We will be accessing the Internet to complete Edutyping lessons and assignments on the class website. Students also need to access their Google Drive school accounts.

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Grades:

A	100% - 94%	C	76% - 73%
A-	93% - 90%	C-	72% - 70%
B+	89% - 87%	D+	69% - 67%
B	86% - 83%	D	66% - 64%
B-	82% - 80%	D-	63% - 60%
C+	79% - 77%	F	59%

Please check your student's grades by visiting the Skyward Internet site. Students can use the classroom computers to check their grades each day at the end of class. Please contact me if you have any questions about the assignments or grades.

CONTACT INFORMATION

Email: KristalChristiansen@alpinedistrict.org

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Lehi Jr. High School does not discriminate on the basis of race, color, national origin, sex, or disability. As the teacher I reserve the right to make modifications to this disclosure to meet the needs of individual students in helping them receive the best education possible.

Please sign and return this page of this document, student *and* parent or guardian signature is required.

I have read and understand this disclosure document. Please include your email, as it is the best way for me to contact you.

Parent/Guardian Signature

Date

Email Address

Student Name

Email Address

Student Signature

Date

