

Keyboarding 7th and 8th grade Cricket Prentiss Room 314

COURSE OUTCOME:

Course Description

The student will develop skills in operating a keyboard by touch with emphasis on entering the alphabet, numbers and symbols with proper technique. Students will also learn basic formatting in Microsoft Word and Google Docs. In an effort to collaborate and prepare students for high school and college, we will also read and annotate text, take quizzes for knowledge of those texts, and have discussions about the text -all on-line!

Curriculum Standards

The Tennessee curriculum standards for keyboarding may be found at the following website:

<http://tn.gov/education/article/computer-technology-standards>

The Tennessee curriculum standards for Language Arts may be found at the following website:

<http://tn.gov/education/article/english-language-arts-standards>

INSTRUCTION:

Topics Covered - Keyboarding

- Standard 1 - Students will operate and maintain the workstation.
- Standard 2 - Students will operate the alphabetic, numeric, and symbol keyboard using the touch method.
- Standard 3 - Students will format simple documents.
- Standard 4 - Students will apply standard rules of spelling, punctuation, grammar, and capitalization.

Topics Covered - Language Arts

- Please visit the above link for standards which might be covered in our class (listed under "curriculum standards").

General Pacing

Students will learn and practice keyboarding objectives for 18 weeks. All work will be completed in our classroom. Students may practice at home, I recommend using typingweb (<https://www.typing.com/student/start>) or fun to type (<https://www.typing.com/typinggames>) websites. Students will learn to key using the correct technique- including posture and finger positioning. The student will work to increase speed and improve accuracy. Students will learn to use formatting features in Microsoft Word and Google Docs.

Fees and materials:

The school will provide materials and there are NO fees for the course. ☺

Resources

We will use a web based typing program (typingclub) to learn the proper technique in keying. We will also use the following website for 1-minute typing tests, this will allow us to see where our starting point is and how much we improve: www.wapsilon.com. The teacher will observe technique daily. The students may use Google Docs, Slides, and/or Sheets in learning how to use tools to help them with word processing, presentations, and spreadsheets. We will also use Canvas (<https://knoxschools.instructure.com/login/ldap>) - an online tool which allows us to basically have class online.

ASSESSMENT:

Students will earn grades for their typing quizzes, speed tests, quizzes over text they have read, classwork based on articles read, discussions, and documents they create.

Expectations

1. Respect everyone in class
2. Take action the first time you are asked to do something
3. Speak at appropriate times, not while others are talking
4. Be on time

We will be using the computer every day, therefore students will not be allowed to have any food or drinks in this class. Please get a drink on your way to class if you need one.

Grading Policy/Rubrics

Grades are determined by progress in the lessons each day and mastery of the objective. Assignments are expected to be completed and turned in on time. A student's proficiency level on a particular standard is based on the standards based grading scale.

93-100 Above Expectations

85-92 At Expectations

70-84 Approaching Expectations

0-69 Please see Teacher

Explanation of Assignments & Projects

All work must be completed in the computer lab. Students are encouraged to practice outside of school to improve speed and accuracy - please do not use typing club, this site should be reserved for work at school.

Make-Up Work Policy/Late Work Policy

All students are encouraged to attend every day. If a student is absent, the student will need to complete lessons missed before moving on to the next lesson. They will also be responsible for completing any reading, class-work and discussions that we have in their absence.

Portal Post Policy

Grades will be posted online at least once per week to provide timely communication to the student and parent/guardian regarding the student's academic performance.

GENERAL EXPECTATIONS:

- Attendance - It is critical that each student is present and on time every day to class.
- When the teacher raises her hand, you should stop, look, and listen. Students will also raise their hand if a question needs to be asked.
- If there is a visitor in class, continue to work on assignment.
- Students will remain seated at their desks during class unless given permission to do otherwise.

Office Hours/Contact Information/Email

- Conferences can be arranged by calling the school office at (865) 689-1430.
- Please contact me by email: cricket.prentiss@knoxschools.org

Plagiarism Statement

- PLAGIARISM According to Harbrace Handbook, 15th edition:

“Plagiarism is defined as presenting someone else’s ideas, research, or opinion as your own without proper documentation, even if it has been rephrased. It includes, but is not limited to the following:

1. Copying verbatim all or part of another’s written work;
2. Using phrases, figures, or illustrations without citing the source;
3. Paraphrasing ideas, conclusions, or research without citing the source;
4. Using all or part of a literary plot, poem, or film without attributing the work to its creator.”

CONSEQUENCES OF PLAGIARISM

Plagiarism is a form of stealing and academic fraud. Students who are found guilty of plagiarism will have the option of either redoing the assignment within a specified time period and accepting a grade letter drop or taking a zero on the assignment. Parents should be involved in making the decision.