

KEYBOARDING EXPECTATIONS

CLASSROOM MANAGEMENT

1. Welcome to Keyboarding where all your dreams come true, sort of...Actually, in this class you are the determiner of what YOU need to spend your time doing, sort of...I (teacher) get some input, monitor your progress and keep you focused on the dreaded "HOME ROW" and correct "POSTURE." Just so we all understand what is O.K., and what you really need to remember I've written this handout to serve as a reminder.
2. We have really nice Macintosh computers available for you. You are expected to use the computer for school purposes only. You are not allowed to play games, download music, or email/instant message. Any inappropriate usage of the computers may constitute a major deduction in your grade or your removal from keyboarding class. You will not only use these computers to learn how to keyboard, you will also use them to learn various programs such as iMovie, iPhoto, GarageBand, Google Sketchup, FireFox, Microsoft Word, PowerPoint and Excel.
3. Mostly the behavioral expectations for Keyboarding are no different than for other classes. You are expected to be seated at your assigned place when the tardy bell rings. When I am talking you are expected to listen. This means in addition to remaining quiet you also keep your hands totally off the mouse, keyboard, etc. Politeness is very important and you could possibly miss something of importance if you are not focused on what is being explained.
4. You will be provided with 3 emergency passes to be used as necessary. For example, going to the restroom or your locker would be appropriate uses.
5. You will be given 2 minutes at the end of the period to shut down, push in your chair, gather your stuff, etc., and get ready to leave.

GRADING

Participation = 30% Projects = 25% Final Test (touch-typing) = 45%

1. You will be graded on your progress through the software program Mavis Beacon Teaches Typing and your completion of various projects throughout the quarter.
2. During the first part of the quarter, accuracy is much more important than speed. Therefore, accuracy will count more toward your grade. One of the most important things you can do to improve accuracy is to continually check yourself to insure you are using the correct fingers for the appropriate keys. The way we type in keyboarding is called "touch typing." This means that you learn the position of the keys by touch and not by looking at them. To help with this you will notice that the keys may be covered from time to time. We are trying to avoid the "hunt & peck" method of typing that many of you might have become accustomed to using. When I see you using the wrong fingers I will remind you of the "home row" and where your fingers belong. We will have a quiz (or quizzes) to insure that you know the position of the keys. This is a quiz on which you should get 100%.
3. If you persist in using the "hunt & peck" method the highest grade you could get would be a B-.

4. By the end of the quarter you should be able to type a minimum of 20 WPM (words per minute) with a minimum of 90% accuracy in order to earn an A. This is a VERY attainable goal if you practice the drills and activities available. You need to consistently check your progress in Mavis Beacon Teaches Typing to figure out what YOU need to focus on.

5. Try to improve a little bit each day. I know that sometimes getting faster or more accurate seems like a really slow process. You need to have confidence that if you practice seriously on what you personally need then you will get better.

6. We will do some timed typing drills together throughout the quarter. These will be saved in a word processing format so that you may go back and check your improvement. Also, your typing book will cover the screen when we do these. The reason for this is to remind you that not continuously looking at your screen will help improve your speed. We'll talk more about this in class.

7. We do not keyboard 5 days a week. Two days a week you will be working on a project that involves the creation of a document, graph, movie, or drawing. Here is a list of the various types of projects you will have throughout the quarter:

- GarageBand Song
- iMovie Video
- Google Sketchup Drawing
- Microsoft Word Documents
- Microsoft Excel Graphs and Charts
- Microsoft PowerPoint Presentation
- iPhoto Photo Editing
- Proper Internet Usage and Copyright Laws

Remember, you will get out of keyboarding what you put into it. This may be your first and ONLY chance to learn how to keyboard correctly – make it count.