



(Note: the right is reserved to make any changes to the course syllabus).



Keyboarding (1/2 Credit)

Course Syllabus

Mrs. Linda A. Williams, Instructor (Room 0141)

Course Description

The student will apply basic skills in operating a computerized keyboard by using the touch system and other input technologies to produce mailable business and academic documents. Students will prepare business and academic reports & other documents. Formatting, typography and layout and design concepts are applied in document preparation of business letters, forms, invoices, manuscripts, and tabulated and columnar information. Proofreading and editing skills are applied. Mailability standards related to keying, formatting, grammar, punctuation, capitalization, spelling is emphasized.

PERFORMANCE STANDARDS

- The student will operate and maintain the workstation
- The student will operate the alphabetic, numeric, and symbol keyboarding using the touch system
- The student will apply language art skills to prepare business documents
- The student will demonstrate speed and accuracy using the touch system of keying
- The student will apply input and formatting skills in creating reports and tables in various formats and lengths
- The student will research and apply knowledge of ethical and legal issues within the industry
- The student will apply concise styles, mailable standards and rules for grammar, spelling and punctuation creating business documents and reports that communicate the intended message
- The student will create effective business documents
- The student will compose, input, and format career portfolio documents for job interview
- The student will perform their culmination project by completing a simulation that consists of business correspondence, reports, tables, etc., of varying degrees of difficulty
- Students will demonstrate leadership, citizenship, and teamwork skills required for success in the school, community, and workplace

Mrs. Williams' Web Site: www.myteacherpages.com/webpages/LWilliams4

Methodology and Course Procedures

Lecture; class discussion; guest speakers and demonstration; reading and occasional homework assignments.

Grading Criteria

Grades in this course will be based on performance in homework, assignments, attendance and participation. The portfolio will count as a major test grade. I assume 100% attendance: unexcused absences affect your grade significantly. Class attendance and participation are required. If you are unable to attend class, you are still responsible for all assignments and announcements. Class participation will be graded according to attendance, preparation of reading(s) or other assignments and the level of participation in class. Excessive tardiness and absences will also be reported to the administration. Cheating is not acceptable. Anyone caught cheating by copying the work of someone else will receive a zero for that assignment.

Grades are earned for performance on the following items:

Assignments/Activities:	35%	Tests	- 25%
Attendance/Participation:	20%	Projects	- 20%

Supplies needed for success in this class: *Students are required to keep a portfolio/folder that will contain projects/assignments that are completed. Students in this class should get a _____ colored, 1" view binder notebook that has three rings. Students will also need paper, pencil/pens and a jump drive (memory stick) to save all class work/assignments that are completed on the computer. There is a lab fee for this course.*

Student Expectations

- ◆ Come to class prepared and ready to work each day – a notebook, pencil/pen is needed.
- ◆ Make up all missed work (including tests) within a reasonable timeframe.
- ◆ Sign a network agreement to use the computers and Internet for classroom activities. (Parent/Guardian must also sign this agreement).
- ◆ Discuss problems/concerns with me if you feel you are falling behind or do not understand material. I will arrange after-school tutoring for those who need additional help or clarification.
- ◆ Follow class rules.

*******STUDENTS ARE ENCOURAGED TO JOIN FBLA – A CTSO that is comparable to BPA*******

Future Business Leaders of America (FBLA):

All students who are enrolled in business courses are members of FBLA, a national student organization composed of state and local chapters serving persons pursuing careers in business and other occupations. Active members will participate in career related field trips; have their picture taken for the school yearbook, and organize & participate in various school/community activities. Membership dues - \$25 per year.