

Keyboarding Syllabus

Lamar Brendemuehl

Lamar.Brendemuehl@ahschools.us

763-506-6288

Course Description and Expected Learner Outcomes

Keyboarding is designed to improve keyboarding skills, increase productivity, and further prepare you for a business career. You will learn and practice technical writing skills as you write, layout, and format commonly used business correspondence, forms, tables, reports, and other types of business documents. The learning targets for this class are: key using proper technique, increase typing speed, increase typing accuracy, create memorandums, create personal business letters, create business letters, create reports, create tables.

Expectations and Goals

Our goals for the class are: demonstrate improved keyboarding skill and accuracy, apply more advanced production skills in formatting and keying correspondence, reports, tables, and documents, work from a variety of input modes, demonstrate proficiency in proofreading and in editing copy for revision, demonstrate proficiency in choosing a correct and appropriate format, demonstrate proficiency in using correct punctuation, and capitalization.

Grading

Microtype/Checklists	40%	93 – 100%	=	A
Production Quizzes/Tests	40%	90 – 92	=	A-
Formative Assessments	20%	88 – 89	=	B+
		83 – 87	=	B
		80 – 82	=	B-
		78 – 79	=	C+
		73 – 77	=	C
		70 – 72	=	C-
		68 – 69	=	D+
		63 – 67	=	D
		60 – 62	=	D-
		Below 60%	=	F

Behavior Policies

Please be on time to class. You need to be in the classroom when the bell rings ready to start class. The first unexcused tardy to class will be recorded with no discipline penalty attached as we all get to be late once. The second and third unexcused tardy will result in a call home, and on the fourth unexcused tardy, a referral will be written, and you will be assigned one hour of detention. This detention will be scheduled through the office. Truancies will result in zeros for any assignments missed – no exceptions. After your second truancy you will receive an “F” for the class. Cheating is not tolerated. There will be no sharing of files! In the event that you are caught cheating, you will receive no credit for the assignment and I will contact your parent/guardian. If you allow another student to use an assignment that you completed, you will also receive a zero.

NO FOOD OR BEVERAGES ALLOWED BY THE COMPUTERS!! This is a computer lab and is not an environment for food and beverages. No games, email, chat, or Internet usage without permission! Internet usage will only be allowed with prior permission.

Academic Policies

This course does not require much outside classwork – IF you work in class. Therefore, it is extremely important to keep up with the work on a daily basis and complete makeup work quickly. School policy provides 2 days of makeup time for each day you have an excused absence. Field trips are excused absences; however, you must ask for your work prior to the field trip and have it completed when you return. If you know you are going to be absent, please get the assignment and have it completed when you return. Getting behind will adversely affect your grade as you will be expected to keep up with the class when you return.

Materials Needed/Classroom Materials/Fees

There is no textbook to check out, unless you fall behind. You will need a pen/pencil occasionally for the class. Your assignments will be saved to folders on the server – I highly suggest you organize these folders as best you can. Save them to appropriately named folders.

Additional Resources

Extra help and work time can be scheduled. Extra Credit is not a substitute for completing the regular assignments and may be available. It will be available to only those students who have completed all the regular assignments.