

Policy for Accountability – Keyboarding

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The mission of Portage Northern High School is to engage our community, inspire all learners to achieve success, and develop a foundation for lifelong learning in a global society.

Course Description

This course is designed so that students develop and improve touch typing skills. Software programs are utilized to navigate the student step-by-step through the keyboard and proper stroke techniques. Once students have mastered the typing lessons, document formatting is introduced in the second half of the semester. Students will create professional business letters, memos, reports and tables. Online etiquette and Internet navigation/use is also addressed.

Goal/Purpose of the Course

The ultimate goal of the course is to enable students to be self-motivated learners and to show improvement throughout the semester in their timed writing scores. Speed, accuracy, and work habit/technique scores are recorded on a daily and/or weekly basis. While working at their own pace, students must choose proper strategies for completing assignments and projects.

Objectives

- *Demonstrate skills and knowledge through Microtype lessons, timed writings and projects.
- *Improve timed writing scores in both speed and accuracy categories. (Set personal goals and adjust as necessary).
- *Demonstrate proper technique strategies (using home row, correct posture, feet on floor, etc.)
- *Develop self-motivational skills, as lessons are student centered and require self discipline.
- *Become accustomed to utilizing Microsoft Word to produce professional documents.

Course Requirements

- ***Accountability**—You are responsible for your own actions. Attitude is everything; it will greatly affect your experience as a student at Portage Northern and in my classroom.
- ***Computer Care** – You must at all times handle the hardware carefully. You are responsible for keeping your station clean. Points will be deducted on a daily basis if this requirement is not met. If you notice any damage to the computer you must report this information BEFORE you start your work for the day to keep your name in the clear! THESE ARE NEW COMPUTERS!!!
- ***Textbook** - Your textbook may be kept in the classroom in the provided shelving; however, you are responsible for it, and if it is not turned in at the end of the year, you will have to pay for it!
- ***Organization**—Come prepared to class with all necessary materials. Your textbook will be kept in the classroom! Keep papers organized in class folder (provided).
- ***Record Management-Absences**—see student planner. You must have an admit slip when you come to class.

***Missed work**—It is your responsibility to ask for the assignment for the missed day. You have one day for each day absent to make up work. If you are absent, you may need to come in to the lab or Media Center in the morning, during your seminar, and/or after school to make up the time since MicroType is not available for home use.

Evaluation/Assessment of Student Performance

***General Expectations**—All work is to be completed in a timely manner. Daily assignments are due on the day assigned. Time in class will be used for *Keyboarding* work!

***Grading**— Students earn 5 points per MicroType lesson that is completed. This grade is based purely on participation; **all lessons must be completed by the end of the semester**. Timed writing scores, assessed once per week, are worth 50 points. A quarterly score of 40 points can be earned if students use the proper typing techniques including use of the home rows keys, correct posture, wrist placement, etc.). A daily observation will be made for correct typing techniques.

***Cheating**—This is a serious offense and cheating will not be tolerated. All those participating in a cheating offense will receive zero credit for the assignment.

***Grading Scale**—See grading policy pages in the student planner. I advise you and your parents/guardians to monitor your grade by utilizing the *Skyward*. I consistently update grades. You may also ask me to see your grade during class at a convenient time.

Things to Remember

*The bell will signal class dismissal. There is no waiting by the door.

*Chairs are for sitting. **Do not lean/scoot/stand/spin in the chairs.** Please do not sit on the desks.

*The computers must be handled carefully and restarted each day. Using the Internet without permission will result in disciplinary action (see Internet Usage form).

*Keep the room and your workspace clean! Pick up papers, pencils, etc. off of the desk and floor before you leave.

*Absolutely no cell phones in class. If I *see/hear* it, I will turn it into the office. **NO TEXTING!**

*There is no food or drink allowed except for water (do not leave on desk by computer).

*Smile often! Laugh often! Share your ideas in a professional manner! Make suggestions politely! Help your fellow classmates when necessary! Strive to do *your* best! Say please and thank you!

Dear Student:

We are going to have a great year! Learning will be fun and please know, you will be working in a productive, enjoyable, safe environment!

Dear Parents and Guardians:

Thank you for reviewing this policy. I appreciate your support in helping your student be successful.

Please be sure to review and sign the attached Commitment to Communication form.

Thank you,

Amy Meyer