

### Course Syllabus

Teacher: Linda Walker

Class: 7<sup>th</sup> grade Keyboarding

Duration: 1<sup>st</sup> Quarter

### Contact Information

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### Course Description

The keyboarding class is designed to teach 7<sup>th</sup> graders proper technique and increase student efficiency when typing on the computer. The students will build their skills from home row, use correct finger strikes, maintain proper positioning, and increase accuracy and speed.

### Materials Needed

MacBook

Textbook: Century 21 7<sup>th</sup> Edition Computer Application and Keyboarding

Other Materials Needed: Keyboard Mastery activities, Typing Tutor, and Web-Based activities.

### Academic and Behavioral Expectations

The class period is approximately 45 minutes. There will be several guided and independent activities. Students are expected to work within Wahoo Middle School's academic and behavioral expectations. (See Below) Practice work will be done during the class period.

#### ***Wahoo Middle School Academic Expectations***

- *Be on time and prepared for learning*
- *Complete assigned tasks on time*
- *Strive for academic success*
- *Use work time productively*
- *Respect people and property*
- *Respond appropriately to staff directives*

### Grading

Students will be graded on a weekly basis.

90% Daily Work

10% Test/Projects

WPM will be recorded in Power School to see improvement, not as a grade.

### Additional Information

\*If a student misses class, the student can make up the daily work before school, during study hall, or take home to catch up. Teacher may see missed work through a printed copy, pen drive transfer, email or handwritten note that states the student practiced and completed homework.

