Course Syllabus

Keyboarding

Teacher: Mr. Kaiser Room #: D227

**Course Description:**

The student will learn the proper form in using the keyboard. They will complete typing exercises using proper form. The exercises are located at typing.com. When the exercises are completed, they will take a five minute timed writing as their test.

**Grading**

Class Participation Each Day – 5 total points can be earned each day

1. Be in the classroom on time before the bell rings (1 point)
2. Have cellphones turned OFF and put away (1 Point)
3. Complete your daily work (1 point)
4. Respect others in the room (1 point)
5. Logout of your computer and push chair in at end of class (1 point)

Assessments throughout the course will include**:** Do Now, Class Work, Quizzes, Homework, Projects and Tests

**Daily Classroom Procedures:**

1. Walk in the room and find your seat.
2. Complete the daily Do Now
3. Read the daily agenda that will be written on the board each day
4. Sit quietly and wait for directions
5. Complete the daily work if you have questions raise your hand and ask at any time. Students should raise their hand and wait to be called on before speaking out.
6. A folder will be given to each student all the students completed work should be but in the folder and left in the room.

**Excusals from the Class:**

* Students are not allowed to leave the room unless they have a written pass that is signed by the teacher.
* The school enforces the 10-10 rule, which means that students are not permitted out of the classroom during the first and last ten minutes of each class. This rule is for hallway safety and will be enforced.

**Returning from an Absence:**

If a student is absent from class, they will need to complete any work that was missed during that absence. The student should see the teacher to get the work that was missed during the absence. If the student has questions about the missed work they can see the teacher at the end of class.

**PBIS Points:**

BE RESPECTFUL – 1 point for completing academic tasks

BE RESPONSIBLE – 3 points for arriving to class on time

Be RESILIENT – 3 points for having your cell phone silent and away all class

**Teacher Contact Information:**

Email – [akaiser@eriesd.org](mailto:akaiser@eriesd.org)

Phone # 814-874-6200 ext. 1623

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Please have a guardian sign and return this form. By turning this form back in on time you will receive 10 points.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian’s Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_