



# CHIPPEWA VALLEY HIGH SCHOOL



## Keyboarding – Course Syllabus

Instructor: Ms. Rebecca Kiel

Office Hours: 6:00am – 7:10am

Planning Room: 160

Classroom #: 160 CVHS Main Building

Telephone Number: (586)723-2560

E-Mail: [rk12@cvhs.k12.mi.us](mailto:rk12@cvhs.k12.mi.us)

Length: Keyboarding – 1 semester (.5 Credit)

Text: Century 21 – Computer Applications and Keyboarding 9<sup>th</sup> Edition – Authors: Hoggart & Shank – ISBN-13: 978-0-538-44906-9

Software: [Edutyping.com/typing.com](http://Edutyping.com/typing.com)

### CURRICULUM OUTLINE & UNIT FOCUS:

- Digital Literacy, Safety and Responsibility Module
- Keyboarding with Online Modules
- Microsoft Word Processing & Special Features
- Document Formatting
- Power-Point Presentation & Slide Creation
- Excel Basics, Cell Function & Formatting of Spreadsheets
- College & Career Readiness

**SUPPLIES NEEDED:** Folder with 3 ring, 15 pages of lined paper & Flash Drive (File Backups) Note: Books provided & within the classroom

**GRADING SCALE & GRADING POLICY:** Grade-GPA Calculations Each Quarter Grade 40% & Semester Exam 20% (Per District Policy)

(A 100 -95) (A- 94-90) (B+ 89-87) (B 86-84) (B- 83-80) (C+ 79-77) (C 76-74) (C- 73-70) (D+ 69-67) (D 66-64) (D- 63-60) (F 59-0)

- Students will be given, on average, about 10pts per day for their daily work within the class. Weekly grades will total 50-60 points. Students will earn 10 points for their work ethic or employability skills. Quizzes and tests will be about 25 points each. Total points for each quarter will equal 600 points (60pts. x 9 weeks = 540pts. + 2 tests x 20pts. = 40pts. Overall total points for quarter will be approximately 600pts.)
- Late work will be accepted if student emails or speaks with the teacher. Absent students will be given 2 days for everyday missed to make up their work in class. Students may come in during lunch, before school or during the school day to make up any late work. It is the student's responsibility to get the work missed by asking the teacher, looking at the daily agenda or weekly task list.

### CLASSROOM POLICIES & PROCEDURES

**CELL PHONE POLICY:** This is a YELLOW room and cell phone use is allowed at times with teacher permission only. If the student is having an emergency and needs to contact someone, the teacher must be consulted. Students violating the cell phone policy will be disciplined according to the school cell phone policies.

**INTERNET USAGE:** Students will not be permitted to use the computer unless the usage policy has been signed and submitted to the school. Any student on the internet without permission of the instructor will be disciplined according to the school code of conduct. Students may not download anything from the internet onto the desktop or use the internet to play games. Actions such as this may result in the loss of computer usage.

**ATTENDANCE:** The CVHS attendance policy will be enforced for attendance. If you are not in the classroom when the bell rings, you will be marked tardy. Attendance is vital and a very important aspect of student learning. Please make sure all absences are called into the office.

**PARENTS:** At any time, if you feel you need to know how your child is doing in my class, I encourage you to call or e-mail me at school. I will be providing your child with an updated progress grade weekly or biweekly. Please communicate with the teacher any concerns or questions you may have. It is my privilege to teach your son/daughter and I want to see the highest level of achievement from all students. Also, it is imperative to contact the teacher if your child has any special needs or you have a request that will help the teacher to better understand the needs.

### BEHAVIOR EXPECTATIONS:

#### **P.R.I.D.E**

**\*Prepared\* \*Respectful\* \*Integrity\* \*Dedicated\* \*Engaged\***

It is very important that we work together in school for the achievement and success of all students. It is everyone's responsibility to help create the most productive, safest and compassionate school environment possible. It is the belief that if each student and teacher acts with **PRIDE**, then our school will function at the highest level possible with the greatest student achievement. As a teacher, I pledge to show respect and show **PRIDE** in all that I do. I will dedicate myself to serving the educational needs of students, staff and to uphold Chippewa Valley High School's policies to enhance the outcomes and achievements of every student.

### NOTICE OF NONDISCRIMINATION

It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180

Student Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_ Hr: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_