Keyboarding
Mrs. Thomas
& Mrs. Roseberry

Teacher Emails:
cthomas@bentonschools.org
lroseberry@bentonschools.org

Keyboarding Website: http://bms-keyboarding.weebly.com/
School Phone Number: 501-776-5740

Keyboarding is a one semester course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques; development of speed and accuracy; and proper care of the equipment. Keyboarding is a foundation for developing entry-level skills for business careers.

Materials:
One pocket folder with prongs
Textbook Cover (Keyboard Cover)
Pencils & Pencil Pouch

Required Textbook:
This book is provided in class and remains in the classroom.

Communications Services:
We will be communicating weekly through our Keyboarding classroom website. Please check the website frequently throughout the semester to see what we are currently working on. The website can be found at http://bms-keyboarding.weebly.com/.
We will also communicate through Remind 101 text services. Please go to the website above and click on your teacher’s contact tab (contact-Mrs. Thomas OR contact-Mrs. Roseberry) to see the Remind link and set up the service.

Grading:
Grades will consist of class assignments including MicroType Lessons, participation assignments, projects, and quizzes. There will be a paper keyboard quiz at the end of the first nine weeks.

Content to be covered:
Unit 1: Basic Knowledge
Unit 2: Text Formatting
Unit 3: Document Formatting Skills

Grading Scale:
A 90-100%
B 80-89%
C 70-79%
D 60-69%
F 59% or below

Classroom Rules:
1. Be on time to class and prepared. Be seated at your computer with your necessary materials and ready to work by time the bell rings. If not in seat when bell rings, you are tardy! Three tardies result in a DH.
2. Be respectful & responsible. Be respectful to your teacher and your classmates. If the computer is not working for any reason, notify your teacher immediately. Take care of the equipment, do not move your monitor, change keyboards/mice, or bang your mouse on the desk.
3. Do not cause distractions. Distractions result in a loss of valuable time for yourself and your classmates. In this class it is critically important to work quietly and not talk. Talking can distract your neighbor’s concentration.
   a. Distractions include: excessive talking, rolling in your chair, and horseplay.
4. Food and drinks are not allowed in the computer lab.
5. Students may not leave the classroom without permission. Trips to your locker or the restroom are considered time out of class. You must make up this lost class time during the first part of lunch (lunch DH).
6. Students are not allowed to log off the computer unless instructed by the teacher. Students will remain working until the teacher dismisses.

Procedures:
For the first nine weeks of this semester we will be sending home your child’s folder with a parent signature form. This will be to keep you updated on your child’s current grade in Keyboarding. This folder is very important because your child’s grade can fluctuate on a weekly basis due to the amount of lessons being completed daily. Please sign this folder to verify that you are aware of their current grade.

Absences:
This class follows the absentee policy stated in the student handbook.

Extra Lab Schedule:
Labs will be available during Advisory Referral, lunch, and after school. We will inform the students every week about the current schedule. The schedule will also be posted on the Keyboarding website at http://bms-keyboarding.weebly.com/. We hold extra labs in order to give students every opportunity to finish their work. However, extra school labs are a privilege and are not to be abused. If a student has disciplinary action taken during class
(receives three strikes during the week), they will not be permitted to attend extra labs. If a student is not behaving and using their time wisely during class, they will not be allowed extra time.

Please return this form with your signature below. This is to verify that you have been informed of our classroom rules, policies, and procedures and have reviewed them with your child. Feel free to contact us with any questions you may still have.

Parent Signature: ________________________________

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**Keyboarding Updates**

Keep this as a reminder for anytime you need to check about what’s going on in our classrooms. The website below includes details for: Remind 101, weekly lab days, lessons due, and teacher contact information!