

**L/S Keyboarding Syllabus  
Dorman High School  
Mrs. Kiser-Podvin  
Room B225**



Welcome to Life Skills Computer Literacy and Keyboarding Skills. This year we will focus on the curriculum standards and competencies that will become a part of your individual portfolio. We will be together for two 9-week terms. You must bring pencils and notebook paper with you to class each day, and all other materials will be provided for your use in the classroom. The course syllabus is as follows:

- Week 1 - 3: Microtype3 Enhanced Keyboarding Program: Alphabetic Keyboarding
- Week 4 - 7: Microsoft Word Software Assignments & Projects
- Week 8 - 10: Microtype3 Enhanced Keyboarding Program: Numeric Keyboarding
- Week 11: Learn basics of PrintShop and complete Software Assignments & Projects
- Week 12 - 15: Microtype3 Enhanced Keyboarding Program: Keyboarding Skill Builder and Numeric Keypad
- Week 16 - 18: Learn basics of Microsoft PowerPoint and complete Software Assignments & Projects

\*These lessons maybe changed or updated throughout the semester as needed.

**Course Information:**

The purpose of this class is for the student to become proficient with the computer and to acquire keyboarding skills.

**Course Objectives:**

- Correctly use the keyboard to type
- Correctly use the number pad to add numbers to a document
- Prepare a resume on the computer
- Learn how to use a variety of computer software
- Design and create printed materials such as cards, flyers, and stationary
- Demonstrate how to care for a computer to maximize its life span

**Course Expectations:**

The student is expected to do the following during class each day:

1. Use class time wisely to ensure that assignments and tests are completed in a timely manner.
2. Attend class and participate in classroom discussions.
3. Make-up any missed assignments and turn in to the teacher within 1 week of returning to school from the absence.

**Grading Policy:**

Your final grade will be evaluated based on your effort put forth in the classroom, completion of assignments, and test grades.

**Grading Scale:**

A: 100-93  
 B: 92-85  
 C: 84-77  
 D: 76-70  
 F: 69 and below

**Weighting of Grades:**

Keyboarding Assignments-----30%  
 Participation/On Task-----20%  
 Software Assignments-----25%  
 Projects-----25%  
 100%

**Communication of Student Progress:**

- A mastery of 70% of the competencies within the curriculum is the goal for each student.
- Individual progress reports will be sent home every 4 ½ weeks.

**Rules and Classroom Behavior Policy:**

All students are expected to adhere to the school rules stated in the DHS handbook at all times, which will be enforced in this classroom (you can review the student handbook for the specifics).

**Classroom Rules:**

1. Show respect for the teacher, other classmates, and their property. This includes talking during class instruction without the teacher’s permission.
2. The student is not allowed to get on the internet without permission from the teacher, and if caught on a website deemed inappropriate, the student will receive an automatic discipline referral, and possibly lose computer privileges to all computers in the school.
3. Cursing, name-calling, and fighting are absolutely prohibited.

4. Food and drinks are NOT ALLOWED in the classroom, unless a specific need for these items is stated in the students' IEP.

**Consequences:**

1. Verbal warning by the teacher
2. Phone call home to parent/guardian
3. Discipline Referral form sent to principal if behavior continues
4. Immediate Discipline Referral for serious disruptive behavior.

**Rewards for Obeying Rules:**

1. Verbal Praise
2. Random Positive notes/emails/phone calls home
3. Random favors from the teacher
4. Earned computer time

---

**Student:**

I, \_\_\_\_\_, have read the classroom discipline plan and I understand it. I will honor it while in Mrs. Kiser-Podvin's classroom.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent:**

My child, \_\_\_\_\_, has discussed the classroom discipline plan with me. I understand it, and will support it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_