

BU7480-High School Keyboarding

Course Basics			
Course Code:	Grade Level:	Credit Value:	NCAA Approved:
BU748O	09-12	.5	N/A
Prerequisites:	Course Length:	Course Time:	FWPS Standards (link)
12005N	18 Academic Weeks	67 Minutes per day or 5 hours 33 minutes each week	https://fwps.instructure.com/courses/56286/pages/priority-standards-for-hs-keyboarding
Prerequisites: None			
Required Materials: Internet access, computer, ability to print, modern OS/software/web browser, headphones with microphone- <i>if not built into computer</i> , webcam for virtual sessions and some possible assessments.			
Course Description: Keyboarding by touch is a necessary requirement in today's technology driven world. In this course the student will learn the alphabetic keyboard and the self-evaluation technique process to develop a usable skill that can be integrated with other course work to enhance learning. Emphasis is placed on the relationship of ergonomics and the successful development of this skill. Students who follow the procedures and practice each day will begin to develop a useful method of communication.			

Instructor Information	
Name: Mrs. Geri Lee	Email: glee@fwps.org
Phone: 971-213-2120	Virtual Sessions:

Expected Learning Outcomes	
In this Course Students will	<ul style="list-style-type: none">• Understand and apply proper keying techniques• Understand and apply ergonomics to their own work station• Practice typing skills learned to improve speed and accuracy• Create reports.• Apply correct formats to reports.• Use basic word processing commands and features.• Check documents for spelling and grammar.• Type business letters.• Apply correct formats to business letters.• Type business memorandums.• Apply correct formats to business memorandums.• Type resumes.• Apply correct formats to resumes.• Type business flyers.• Apply correct formats to business flyers.• Learn to use the numeric keypad with speed and accuracy

	<ul style="list-style-type: none"> • Learn to the correct spacing before or after symbols. • Students will use the information and skills they have learned in word processing to create business documents.
Standards Alignment	See Course Learning Plan Contract (LPC)
Assessment Methods	Formative Assessments: Summative Assessments:
Grading Methods	All summative assessments will be graded according to the corresponding rubric or teacher directions. Only summative assessment scores will calculate towards a student's final grade. Each summative assessment is linked to a FWPS Priority Standard (PS).
Grading Scale	A= 90%-100% B-89%-80% C= 79%-70% P= 60%-70% F-59%-0%

Student Expectations	
Weekly Work Completion	Students will submit original work in all classes each week.
Original Work Submissions	Students will only submit work that is their original work. If a student uses outside sources in the creation of their original work, citations must be present in the format requested by their teacher.
Weekly Communication	Students will communicate weekly with their teachers regarding their academic progress.
Functioning Technology/ Required Materials	Students will always have constant and consistent access the functioning hardware, software, technology, and required materials necessary to complete their coursework in all classes.

iA Policies Required for Enrollment	
Academic Integrity	<p>Academic integrity is essential to learning. Students are expected to complete their own work. Copying, plagiarizing, cheating, or other methods of intentional deception are prohibited and could result in the student's removal from the class or iA entirely.</p> <p>IA Policy-</p> <p><u>1st Offense:</u> The student will be contacted by the teacher via phone call, the student will be made aware of the plagiarism and examples of how this can be avoided will be discussed. Direct instruction on plagiarism will be delivered by the teacher. iA Administration and other teachers will be made aware of the plagiarism. The work must be redone without plagiarism.</p> <p><u>2nd Offense:</u> The student and parents will be contacted by the teacher directly and the student will have to complete the plagiarized assignment without plagiarism before moving on in the course. iA Administration will be made aware.</p> <p><u>3rd Offense:</u> The student will be withdrawn from the course or iA depending on the severity and/or frequency of the plagiarism.</p>

<p>WAC (Weekly Academic Contact)</p>	<p>Washington State law requires students to make Weekly Academic Contact (WAC). WAC is any type of contact or communication students have with teachers that is academic in nature. Students have a variety of ways to meet this requirement. They include: replying to iA Connect teacher's contact request (email/quiz); submitting an assignment; emailing teachers about class in iA Campus or Synergy; attending a virtual session or teacher's online office hours; sending the teacher a school related text message (if available); meeting a teacher or administrator on campus, in person. Students must contact iA Connect teachers each week with an attendance check-in. Additionally, class teachers expect weekly assessment submissions.</p> <p>Withdrawal for lack of Weekly Academic Contact (WAC) for 20 consecutive school days:</p> <p>After 10-15 days without WAC, iA Connect teacher checks with class teachers to see whether WAC has been made in at least one class. If WAC has been made, 'clock' resets. If no WAC has been made, iA Connect teacher will send student and family a warning email and will call home. If no WAC by 20 days, iA Connect teacher checks to see one last time with class teachers. If there's been nothing, Admin will withdraw the student; the student may not re-enroll until the following school year.</p>
<p>MAP (Monthly Academic Progress)</p>	<p>State law also requires enrolled students to maintain monthly forward progress toward completing classes with success. Students are expected to complete one monthly module of at-standard work or have completed the teacher-prescribed plan as assigned by the certificated teacher of that course. If the assigned at-standard work is submitted, the student will be considered on pace (OP). If the assigned work is not submitted and/or is not at standard, the student will be considered behind pace (BP).</p> <p>An overall Monthly Academic Progress (MAP) score will be emailed to every student and family once a month by the iA Connect teacher to communicate overall progress towards mastery and passing of the courses; law requires BP students to reply with confirmation of the MAP report and iA teachers to document that reply. If students don't immediately reply, teachers are obligated to keep trying for a reply through additional emails or phone calls. Replies must be from the student; parent replies are not sufficient.</p> <p>Students are either On Pace (OP) or Behind Pace (BP). If a student is considered OP (by the individual teachers in individual courses) in 50% or more of their courses, they will be considered OP overall. If a student is considered behind pace (by the individual teachers in individual courses) in more than 50% of their courses they will be considered BP overall. If a student is determined to be BP for consecutive months, the iA Connect teacher will send escalating intervention plans each month by email.</p> <p>BP1 means one month behind pace; intervention typically is new work pace plan. BP2 means two months behind pace; intervention is typically a new work pace plan and directed teacher contact. BP3 means three months behind pace; course reduction or withdrawal from iA (see below for greater detail). BP4 means complete withdrawal from iA (see below for greater detail). Students withdrawn from iA at BP4 may not re-enroll until the following school year.</p>
<p>Email/Software Agreements</p>	<p>Students agree to maintain constant and consistent access to the technology and software needed to complete their iA courses. If the student cannot maintain constant and consistent access to needed technology they will be withdrawn from iA.</p>
<p>Professional Discretion</p>	<p>Teachers reserve the right to make adjustments to the course, content, pacing, and expectations at any time. Students and parents will be notified via email of any changes made after the course has started.</p>