



# Keyboarding & Basic Word Processing 2017-2018 School Year August 2017



## Keyboarding

Welcome to CTE... Parents and Students

Keyboarding & Basic Word Processing is designed to help student's master basic touch keyboarding skills with accuracy and speed. Students will learn how to use the entire keyboarding as well as learn basic word processing skills. This course lasts for one semester and meets every other day.

Thank you for allowing me to be part of your educational journey this semester. I look forward to helping you achieve your educational goals.

----Tiffany Johnson

Ms. Johnson's Contact Info:

E-mail: [tiffanyn.johnson@cms.k12.nc.us](mailto:tiffanyn.johnson@cms.k12.nc.us)

Phone: 980-343-5540 ext. 4012009

### Grading:

Daily Work/Homework 35%

Test/Quizzes 65%

Parent Initials \_\_\_\_\_

### EXPECTATIONS:

- Parents and guardians are expected to check Canvas and PowerSchool to keep up with assignments and students grades.
- Students should properly care for the computer equipment.
- Students should ask questions in class if unsure of an assignment
- Students must complete assignments as neatly and accurately as possible.
- Students must complete homework assignments
- Students should access only the websites authorized by the teacher.

**Required Materials:** Students must come to class prepared with a 3-ring binder, 4-tab dividers, markers, pencils, pens (blue or black) and highlighter.

**Optional:** Earbuds

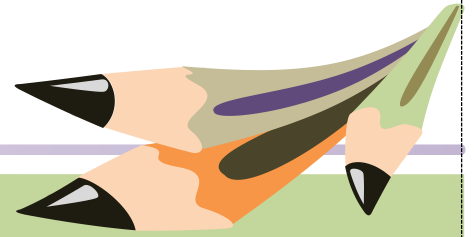
Parent initials \_\_\_\_\_

### Tutoring and Testing Policy:

It is the student's responsibility to come to tutoring if he/she makes below a 70% on any **test**.

Arrangements must be made within 5 days of the notification of a failed test. The established tutoring day is Monday morning from 7:45 to 8:30. Please notify me of your intention to attend tutoring at least a day in advance, if possible.

Parent Initials \_\_\_\_\_



## COMPUTER LAB & CLASSROOM RULES

1. Be respectful to others
2. Have all appropriate materials and supplies at your desk, be seated silently and working on the warm-up when the bell rings
3. Raise your hand and wait for permission to speak
4. Follow directions the first time they are given
5. Do not throw any objects in the classroom
6. Stay in your seat, unless you have permission to do otherwise
7. Keep objects, hands and feet to yourself at all times
8. Take special care of the computer equipment
9. Participate during class in an appropriate manner
10. Do class work and homework in a timely manner
11. Late work will be accepted with a grade of 50% credit within one week. After one week, the maximum a student can earn on the assignment is 10% credit.
12. Late work and make-up work will not be accepted after one week before the end of the grading period
13. Arrangements for completing late work or re-testing should be made within **five** school days. Students are responsible for making arrangements.
14. Notify Ms. Johnson immediately when you see that a computer has been damaged in any way.

Parent Initials \_\_\_\_\_

# Parents

**Parents and Students**, please complete the following and send/bring this newsletter back to Ms. Johnson signed and dated. By signing this document, you are acknowledging that you have read this newsletter and are aware do the CTE rules, regulations, and procedures.

### I have read the course newsletter form:

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

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

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

## Break a Rule?

**1<sup>st</sup> Time:** Warning

**2<sup>nd</sup> Time:** Time out, loss of computer privileges, parent contact (students will be expected to complete the missed class work at home and turn it in by the next class meeting.)

**3<sup>rd</sup> Time:** Time out in another teacher's room and parent contact

**4<sup>th</sup> Time:** Administrative Referral and parent contact

