

Mrs. Reinker-Room 2150

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Keyboarding Syllabus A Tech Prep & DAP Class

Course Information



At the successful completion of this nine week class, you will earn 1/2 credit which will count as an elective credit. This class does not count towards the one credit technology credit that you will need for graduation. You will need the keyboarding skills that you learn in this class in order to successfully complete most technology as well as other high school classes that require computer skills. In addition to learning keyboarding, students will learn how to format, memos, letters and reports.

Quizzes, Timed Writings & Technique grades count towards 40 % of nine weeks grade. Tests and Lesson Reports count towards 60 % of the nine weeks grade. For details on my grading policy, please go to my website.



Internet use only as assigned by teacher. Students are not to check or send e-mail, use chat rooms, bulletin boards, text messaging or games..

Students will receive two hall passes to use at the teacher's discretion. These may be used for restroom breaks, locker visits and for various other reasons as approved by the teacher. After these are used, the student will not be allowed to leave the classroom unless called for by the counselor, principal or attendance office.

Use your passes wisely.

Classroom Expectations & Rules

- √ Absolutely no gum, food, candy, drinks or make-up allowed in lab. Food and candy will be taken up and thrown away.
- √ No talking or use of computers during pledges, moment of silence.
- √ All backpacks will be stored as directed by teacher.
- √ No printing without permission.
- √ Students must be in chairs when the tardy bell rings.
- √ Students are dismissed by me not (not the bell) once work area is in order and all students are in seats.
- √ All seats are assigned by the teacher and may be changed at any time at the teacher's discretion.

Student Signature _____
Parent Signature _____