KEYBOARDING 2 SYLLABUS

COURSE OVERVIEW

Welcome to Keyboarding 2. You will begin learning the skills and correct hand positions on the keyboard. You will be able to practice as much as you need to feel comfortable with typing. Each activity will open in a new browser tab. You will need to come back to this tab to move between activity. Once you have completed each activity tell you teacher in the Comment Box below each activity page in Buzz.

After you complete the Drill 1 activity report your scores to your teacher in the Comment Box.

Good luck and enjoy learning!

TECHNICAL REQUIREMENTS

PREREQUISITE SKILLS

Before you begin, you should be able to:

- Complete basic operations with a word processing software.
- Complete basic operations with presentation software.
- Perform online research using various search engines.
- Communicate through email.

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Contact Technical Support

1. Check the **technical support webpage** to see if your issue is listed.
2. If your technical issue is not addressed on the technical support page then fill out a **support ticket**.

CMASAS Honor Code



CMASAS is a virtual community where we want all who join our school to feel valued. As a member of our community you have a responsibility to help build this type of environment by following our school's honor code. The honor code is outlined in the Parent-Student Handbook but we have provided a brief overview below.

- **Global citizenship**: Students are responsible for good behavior in our virtual hallways, just as they are in a classroom or a school hallway. Always use a computer in a way that shows consideration and respect. You are not to use

obscene, profane, threatening, or disrespectful language. CMASAS expects students to adhere to the local and country laws applicable to them.

- **Act with academic integrity:** Integrity and authenticity of student work is something that we take very seriously at CMASAS. Do not cut, copy, or plagiarize internet content or the work of your online classmates. This includes any artificial intelligence tools.
- **Be mindful of copyrights:** Just as copying someone's writing is considered plagiarizing, so is the act of using someone else's photo, comic, joke, or quote without giving proper credit to its creator or author.
- **Be kind:** Communicate in a respectful and kind way, keeping comments and subject matter in posts appropriate.
- **Don't troll:** Avoid hijacking conversation threads for personal gain or steering conversation toward off-topic subjects or personal attacks toward another user.
- **Be sensitive to privacy:** Always limit your audience to a need-to-know basis.
- **Limit the spread of spam:** Spam is the equivalent of junk mail that clogs email inboxes and offers little professional or personal value while potentially opening up the users to hacking.
- **Use proper spelling and grammar**: Communicate with others using proper spelling and grammar. Save acronyms, web jargon, and shorthand for its prospective audience if it must be used at all.
- **Exercise self-control and open mindedness**: All students should exercise self-control, think before speaking, and look for value in the opinions of others.
- **Be respectful:** CMASAS requires that all comments made and opposing viewpoints expressed be done in nonconfrontational and respectful manner.
- **Consider consequences and protect yourself:** Think about the social consequences of any publicly accessible online community forum or other program you interact with.
- **Follow school policies:** All students must follow CMASAS school policies listed at the end of the Parent-Student Handbook.

Academic Integrity

Academic integrity is founded upon and encompasses the following five values: **honesty, trust, fairness, respect, and responsibility**. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity. Each member of the academic community must stand accountable for his or her actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their professions.

The first responsibility for academic integrity lies with individual students and faculty members of this community. A violation of academic integrity is an act harmful to all other students, faculty, and the school. Deceit and misrepresentations are incompatible with the fundamental activity of this academic institution and shall not be tolerated. Members of the CMASAS community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others. This Academic Integrity Policy encompasses the duration of the student's enrollment with CMASAS.

Students are expected to practice responsible and honest behavior. Acts of academic dishonesty will not be tolerated at CMASAS and typical offenses are listed but not limited to the following:

- Copying material from other sources and claiming it as your own without citation. This includes any artificial intelligence tools.
- Soliciting answers from other students, online forums, or search engines.
- Intentional falsification or invention of date, citation, or other authority in an academic exercise.
- Taking someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgment.
- Theft or alteration of materials.