



Keyboarding



Grades: 9th

Prerequisite: None

Credits: .5

Teacher: Mrs Sterrenberg

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School Homepage: <http://www.watseka-u9.k12.il.us>

Office Hours: Room 151; Before/After School

Resources: Century 21 Computer Keyboarding, 9th Edition, Typing Web
Word 2013 & Excel 2013

Supplies: Folder

Course Description:

Keyboarding is designed to help students improve their keyboarding skills. The first part of this required course teaches students the methods for using a computer keyboard. Emphasis is placed on accuracy, speed, and technique. The second part of the course focuses on using Microsoft Word 2013 to perform basic document formatting skills, along with the formatting of tables, charts, mail merge, business letters, memos, MLA reports, and works cited pages.

Instructional Methods:

Techniques used include teacher and student demonstrations, guided and independent practice, lectures, technology, and review games.

GRADING PROCEDURES

GRADING SCALE

TYPING SCALE

Technique: 25%

Daily Work: 25%

Tests/Quizzes: 25%

Speed Timings: 25%

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

Below 60% F

Speed	Accuracy	Grade
40 +	100 - 92	A
39 - 30	91 - 83	B
29 - 20	82 - 74	C
19 - 15	73 - 65	D

Assignments

Majority of assignments are done in class. It is crucial that you attend class every day. Certain assignments will be accepted as late work after the due date, but points will be deducted based on the amount of days late. Any assignment turns to a ZERO after the 5th school day from due date of the assignment. Tests and quizzes must be made up within TWO days of an absence due to excused illness or absence. If illness exceeds two days, then the student will get additional days for each excused absence.

Attendance

Each student is expected to be to class on time and in their assigned seat when the bell rings. If you are absent, it is YOUR responsibility to make arrangements to make up your work. You will receive two days for every excused absence for make-up work. If you are truant, you will receive no credit! Tardiness is an inappropriate disruption to the classroom environment and will be enforced according to school policy.