



# Keyboarding I

Miss L. Murray

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## Course Description

In this semester Keyboarding I course, the goal will be for the student to master keying by touch for the alphabet, numbers, and symbols with the use of customized drills, exercises, and timings. Correct fingering by touch operations and good techniques will receive primary emphasis; speed and accuracy will be given secondary emphasis.

## Student Materials

Students will need a **pen or pencil** each day in class plus your **planner**. Assignments are posted on the board. You will write those assignments in your planner every day. Homework for Keyboarding I classes are posted on my blog: <http://blog.wsd.net/limurray>

## Class Rules

1. Be responsible for own actions.
2. In assigned seat when the bell rings ready to go.
3. Respect others' right to learn and equipment in room.
4. No food, candy, or drink in the classroom.
5. Follow directions and keep a positive attitude.
6. Assignments will be completed in class.
7. Raise hand before speaking.
8. The teacher dismisses the class.

## Schedule

<u>Quarter 1</u>	<u>Quarter 2</u>
Technique	Skill Build
Home Row	Alphabet Check Off *
Alphabet	Fourth Row Numbers & Symbols
Punctuation	10-Key
Computer Components & Care	Timings
Prepare for Alphabet Check Off	Word Processing
Word Processing	Proofreading
Timings	Composition
<b>Goal:</b> Key by Touch at 25 wpm w/ 8 or fewer backspaces.	<b>Goal:</b> Key by Touch at 35 wpm w/ 8 or fewer backspaces.

\*Everything during first term will be in preparation of the Alphabet Check Off during 2<sup>nd</sup> quarter.

## Grading

Grading will be based on technique, assignments, homework, timings and quizzes. Grades are determined from a percentage of the total points calculated.

A = 93-100

A- = 90-92

B+ = 87-89

B = 83-86

B - = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = Below 60

## Citizenship

Grades are based on responsibility: punctuality, participation, honesty, cooperation, and respect for others. Attendance is a key factor to success in this class. Excessive absences may hurt your grade and citizenship.

**Homework**

Students will be given homework to practice at home. There is a link on my blog where they will practice the new keys. There are three options to receive credit for the homework. 1. Print the work done. 2. Copy and paste the work into an e-mail and send it to me. 3. Have a parent watch you type the lesson and write the lesson number, the date, and sign a note. Proper technique while practicing and practicing until proficient are the secrets to success to the class. Practicing will help you have a rich experience.

**Absences/Make-up Work**

Students are expected to make up work missed during an absence. Students will be given a week after an absence to complete any missed work for full credit. Late work will be given partial credit. No make up work will be allowed for a truant absence. Work not completed will receive a score of "0".

**Progress Reports**

Please look at the portal ([wsd.info.net](http://wsd.info.net)) regularly.

**Equipment Use Agreement**

The student will be using a computer in the Keyboarding I computer lab. The student is expected to be responsible and exercise good judgment while in the computer room. The assigned student computer is available for:

- Assigned student only with own log in.
- Classroom assignments.
- Checking grades at appropriate times.

**Keyboarding Lab**

The keyboarding lab is open for keyboarding I work most days before school starting at 7:15 a.m. until the first bell rings to go to class, and again after school until 3:15 p.m. Please inform me of intentions to work during these times where my primary classroom is in another room.