

# KEYBOARDING Classes

Mrs. Lattin

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## Materials Needed

You 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/klattin>

## Class Rules

1. Be in your seat when the bell rings or you are tardy.
2. Get materials from your locker, go to the restroom, and get a drink of water before you enter the classroom, so hall passes should not be necessary.
3. No candy, gum, beverages, or book bags in the classroom to protect the equipment. Water bottles will be allowed but only stay on the front table – away from equipment.
4. If you are absent, it is your responsibility to check with the teacher and find out what assignments need to be made up. All makeup work is due one week from the assignment date for full credit. The computer lab will be open from 7:15 until 1<sup>st</sup> bell in the morning. It will also be open after school most days until 3:15. Check with Mrs. Lattin if you plan to come in before or after school.
5. If you cheat, you will receive a zero (0) and will not be allowed to make up that assignment plus your citizenship grade will drop one grade.
6. Keep your hands on your own equipment. If you are caught messing around with someone else's station or something was found wrong at your station after you left, you'll sign in the book with a phone call to parents when needed. Students and parents will be responsible to pay costs incurred for damaged property.

## Schedule

<u>Term 1</u>	<u>Term 2</u>
Technique	Skill Build
Home Row	Fourth Row Numbers & Symbols
Alphabet	10-Key
Punctuation	Timed Writings
Computer Components & Care	Word Processing
Prepare for Alphabet Check Off	Proofreading
Timed Writings	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.

## Grading

Grades will be based on activities, assignments and participation in the class. The grading scale is:

<b>A = 93-100</b>	<b>B- = 80-82</b>	<b>D+ = 67-69</b>
<b>A- = 90-92</b>	<b>C+ = 77-79</b>	<b>D = 63-66</b>
<b>B+ = 87-89</b>	<b>C = 73-76</b>	<b>D- = 60-62</b>
<b>B = 83-86</b>	<b>C- = 70-72</b>	<b>F = below 60</b>

## Progress Reports

Students and parents please look at the portal ([wsdinfo.net](http://wsdinfo.net)) regularly. You have one week after an assignment was collected to turn it in for full credit.

## Bonus Assignments

Before any extra credit is considered, all assignments must be turned in first. Then if you still feel your grade needs a boost, you can type extra credit papers equal to 50 points (5 points per page) outside of class.

## Attitude and Responsibility

- \* You are responsible for the grade you earn. Be positive in your work. A good attitude is very important to being successful.
- \* Attendance is a key factor to success in this class. If you are healthy, you are expected to be in class every day. Excessive absences will be reflected on your grade and possibly citizenship.

## Citizenship

Citizenship grades are based on responsibility: punctuality, honesty, cooperation, and respect for others even when a substitute teacher is present.