KEYBOARDING

MR. HULSINGER 462

2018-2019 SCHOOL YEAR

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874-6200

**Course Objective:**

The student will learn the proper form in using the keyboard. They will complete typing exercises using proper form. When the exercises are completed they will take a five minute timed writing as their test. They must complete a minimum of five timed writings with an accuracy level of 95% or better to qualify. The top five scores will be averaged to get their grade for the typing portion. The students will be introduced to vocabulary terms each week they will enter into Microsoft Word and save. They will be quizzed on the terms to show their growth. They will learn how to use their email account and be able to send completed work and receive assignments from the teacher. They will also learn to effectively search the internet. Use the internet as a research tool when completing various exercises

EXTRA HELP DAY: Tuesday 3:40—4:00 or by appointment.

QUARTERLY ASSESMENT FINAL ASSESMENT

Participation: 20% EACH QUARTER GRADE WILL BE 50%

Daily Work: 40% OF THE STUDENTS’ FINAL GRADE.

Exams: 40%

See back for typing test grading.

CLASSROOM EXPECTATIONS

Students’ are expected to do each of the following:

* Be on time, which means in their assigned seats and ready to work when the bell rings.
* Be prepared with the daily-required materials.
* Be respectful to all classmates as well as all teachers, and administrators.
* Foul, rude, abusive, or obscene language will not be used or directed at anyone during this class, NO EXCEPTIONS.
* Cell Phones are to be turned off and put away during lectures and lessons.
* Computers are for school use and educational reasons. (no games, surfing or other non-class items)
* The student is responsible to make up any work from an excused absence.

DISCIPLINE POLICY:

This class will follow all of the discipline rules set forth by the District in the Discipline Policy handbook. The consequences of violations are clearly spelled out in the handbook, and will not be repeated. Students should be aware that frequent absences and regular violations of the discipline policy will guarantee poor performance in this class. Also, it should be noted that cheating of any kind will result in a ZERO SCORE for the assignment in question.

Note: Must have at least 95% accuracy for the timed writing to qualify.

First Quarter

|  |  |
| --- | --- |
| WPM | Grade |
| 35 | 100 |
| 34 | 99 |
| 33 | 98 |
| 32 | 97 |
| 31 | 96 |
| 30 | 95 |
| 29 | 94 |
| 28 | 93 |
| 27 | 92 |
| 26 | 91 |
| 25 | 90 |
| 24 | 89 |
| 23 | 88 |
| 22 | 87 |
| 21 | 86 |
| 20 | 85 |
| 19 | 84 |
| 18 | 83 |
| 17 | 82 |
| 16 | 81 |
| 15 | 80 |
| 14 | 79 |
| 13 | 78 |
| 12 | 77 |
| 11 | 76 |
| 10 | 75 |
| 9 | 74 |
| 8 | 73 |
| 7 | 72 |
| 6 | 71 |
| 5 | 70 |
| 4 | 69 |
| 3 | 68 |
| 2 | 67 |
| 1 | 66 |
| 0 | 65 |

Second Quarter

|  |  |
| --- | --- |
| WPM | Grade |
| 40 | 100 |
| 39 | 99 |
| 38 | 98 |
| 37 | 97 |
| 36 | 96 |
| 35 | 95 |
| 34 | 94 |
| 33 | 93 |
| 32 | 92 |
| 31 | 91 |
| 30 | 90 |
| 29 | 89 |
| 28 | 88 |
| 27 | 87 |
| 26 | 86 |
| 25 | 85 |
| 24 | 84 |
| 23 | 83 |
| 22 | 82 |
| 21 | 81 |
| 20 | 80 |
| 19 | 79 |
| 18 | 78 |
| 17 | 77 |
| 16 | 76 |
| 15 | 75 |
| 14 | 74 |
| 13 | 73 |
| 12 | 72 |
| 11 | 71 |
| 10 | 70 |
| 9 | 69 |
| 8 | 68 |
| 7 | 67 |
| 6 | 66 |
| 5 | 65 |