KEYBOARDING
Mrs. Molyneaux

GRADING SCALE:
A   95 - 100%
A- 93 - 94%
B+ 91 - 92%
B   85 - 90%
B- 83 - 84%
C+ 81 - 82%
C   75 - 80%
C- 73 - 74%
D+ 71 - 72%
D   67 - 70%
D- 65 - 66%
F   64 - 0%

GRADE CONSISTS OF:

TECHNIQUE AND KEYBOARDING SKILLS -
Each student will be pre-tested for keyboard technique and mastery using the micropace program. We are measuring two skills with this testing; speed and accuracy on the keyboard, and technique. Achievement of 30 words or more in 3 minutes with 4 or less errors and a B- or greater on your technique evaluation will win you the prize of skipping boring, keyboarding drills. However, if you do not achieve these standards, then it will be drill, drill, drill with a smile ☺!!!

SPEED & ACCURACY - Students will be evaluated on speed and accuracy based on the attached table. (10% of your quarter grade) Save it as I guarantee you will want to refer to it many times. Student's must have a minimum of six timings in a quarter. Of the six timings there must be a minimum of three in a grade level in order to achieve that grade level (error limit applicable).

ASSIGNMENTS - In class assignments will be made and you will be aware of what work will be graded. No extra credit assignments will be given. Late assignment will not receive full credit.

TESTS - Tests will be given on such topics as software; business documents—letters, reports, etc. You will be told in advance when the tests will be given.

Your grade will consist of daily work (45%), speed and accuracy (10%), and tests (45%).

GENERAL RULES AND INFORMATION

You are considered tardy if you are not in the classroom when the bell rings.

Students have two days to make up work for each day absent. It is up to you to inquire about missed assignments and to make arrangements to come in. Missed handouts will be placed on the designated shelf. You are responsible for picking those up.

Each student will be required to bring a folder with pockets to keep in the classroom.

Assignments will be collected, graded and returned on a daily basis. It is suggested that you keep these assignments until the end of the quarter.

Also it is suggested that you keep track of your points so your will be aware exactly what your grade is. *Please take the time to track your grade and assignments through Infinite Campus.*

A seating chart will be utilized.

If bringing in documents on a disk, personal jump drive or ipod they must be scanned for viruses first.

No ipods, listening devices or cellphones allowed during class except to transfer data files.

When using the computers keep the following in mind:
- No food, pop, or candy during class.—gum is a privilege not a right and can be taken away
- You must have permission to be on the internet. Permission will be granted only for research or projects that pertain to classes.
- These computers do not belong to you. Please don't customize or change settings unless you have my permission. Violators will lose computer privileges.
- Email, IM, social networking, chat rooms and games, etc., via the internet are not allowed.
- Basic games already loaded within XP are okay, if I am not lecturing and all your work is finished.
- Leave the computer is its original form. The stickers are there for a reason, Leave them in place and untouched.
- The mouse and mouse pad are your friends. Do you know how to navigate through software without these handy tools? Repsect the right to use them by keeping them free of damage.

Each student is responsible for his/her textbook. No writing in the book! Textbooks may be checked out on an overnight basis for practice only. No assignments will be accepted from home.

You are expected to take care of your computer, clean up around your area before leaving. Any damage to the keyboard or computer caused by misuse or abuse will be discussed in conference with the Principal, your parents, you and me.

I am available 5th and 7th period or any period by arrangement for extra help. Please let me know if you are having problems so we can arrange time for help.

GENERAL OBJECTIVES:
REVIEW
1. Operate the letter keys by touch.
2. Use basic parts of the typewriter and PC with skill: space bar, shift keys an tabulator.
3. Type words, sentences and paragraphs without time-wasting processes and using good keystroking techniques.
4. Type from typed, handwritten and rough-draft copy.
5. Type figures and basic symbols by touch with good technique.

NEW MATERIAL
6. Increase speed and control on straight copy, script, rough draft and statistical copy.
7. Apply basic skills in preparing simple personal and business papers.
8. Learn to arrange and type business letters in one of the commonly used styles.
9. Learn to type reports in MLA and APA styles.
10 Learn to arrange and type tables for personal and business use.
11 Continue to improve basic typing skills.
12 Improve technique and practice patterns.
13 Improve basic English skills and composing skills.
14 Reinforce basic application skills.
15. Learn Windows XP & Office 2007
16. Gain experience on Internet
17. Prepare a final project

SPEED SCALE

FIRST QUARTER
A = 35
B = 34 - 28
C = 27 - 19
D = 18 - 15
F = 14

SECOND QUARTER
A = 40
B = 39 - 33
C = 32 - 23
D = 22 - 16
F = 15

THIRD QUARTER
A = 45
B = 44 - 38
C = 37 - 28
D = 27 - 21
F = 20

FOURTH QUARTER
A = 50
B = 49 - 41
C = 40 - 31
D = 30 - 23
F = 22