



KEYBOARDING

MRS. JENNIFER HAND

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COURSE DESCRIPTION

- ❑ Students will learn keyboarding skills and be introduced to software applications.
- ❑ Students will also learn study and test taking skills to help them be successful students.

ASSESSMENT

- ❑ Student grades are based on technique (25%), lesson completion (25%), tests (40%) and projects (10%). Student grades are based on individual improvement.
- ❑ **Important:** You may see grades begin low but they will increase with practice.
- ❑ Percentages will be used for each area.

Grading Scale: **A: 90-100**

B: 80-89

C: 70-79

D: 60-69

F: 59 and below

- ❑ Homework may consist of keyboard practice and drills. Practice CDs can be sent home on request.

EXPECTATIONS

- ❑ Classroom rules are explained on the first day of class and students are expected to follow them.
- ❑ In order to be successful, students must attend class. Much of our work is completed in class using our keyboarding software.

MATERIALS

- ❑ Students should come to class with their planner and a pen or pencil.

MAKE-UP WORK

- ❑ Any missed class time will have to be made up after school.
- ❑ I am almost always available on Tuesday, Wednesday and Thursday. Students need to schedule in advance to make sure I will be available.
- ❑ Other arrangements can be made at a parent's request.

EXTRA HELP AND PARENT CONTACT

- ❑ Parent involvement is critical to our success. Please let me know if you have any concerns or questions. If you would like to setup a meeting, please contact me.
- ❑ During the first semester I am at Anthony Middle School in the morning and Eisenhower Middle School in the afternoon. This reverses for the second semester.
- ❑ E-mail is the best method to contact me.