

Keyboarding Disclosure

COURSE DESCRIPTION

It is difficult to dispute that keyboarding is a foundational skill needed to be efficient in today's technology-rich society. In this class, students will use proper touch keyboarding techniques, demonstrate a working knowledge of basic word processing functions and proofreading, and achieve a minimum speed of 35 words per minute.

SUPPLIES

Internet access, username and password for logging onto computers, and username and password for logging onto Skyward.

GRADES

Please see back.

LATE ASSIGNMENTS

Late assignments will receive a deduction between 10% and 50%. The deduction will be at my discretion based on the number of days late and the stated expectations for individual assignments.

MAKE-UP WORK

Make-up work should be discussed with me after excused absences. An appropriate date for it to be completed by will be arranged between the student and me.

EXTRA CREDIT

No extra credit will be offered.

MUSIC

At times during second quarter I will let students listen to music. If this privilege is abused, it will be taken. If students are going to listen to music, they need to have a playlist set up. I will not allow them to change songs every few minutes. It is best if they have a personal Google account they can use to login to Pandora or YouTube. This is at the discretion of parents.

CONTACT INFO

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Carly Stirland, Teacher

Terry Price, Assistant Principal

I have read the above Disclosure Statement.

Student Name (Print) _____

Period _____

Student Signature _____

Parent/Guardian Signature _____

Date _____

Oquirrh Hills Keyboarding Grades

<p>Daily Assignments</p> <p>10 Points Each Day</p> <p>-2 for Looking @ Hands</p> <p>-2 for not using home row or correct fingers</p> <p>-2 for using delete 1st Quarter</p> <p>About 450 points per quarter About 84% of grade</p>	<p>Technique</p> <p>3 checks per quarter - 12 Points Each</p> <ol style="list-style-type: none">1. Eyes on copy or screen2. Fingers on home row3. Correct fingering4. Keys in a smooth rhythm5. Forearms parallel to keyboard6. Proper sitting posture <p>*No delete key 1st Quarter</p> <p>36 points per quarter About 6% of grade</p>
<p>Speed Improvement</p> <p>Improve by 5 NWPM (Net Words Per Minute) each midterm for a total increase of 20 NWPM by the end of the second quarter.</p> <p>25 points per check. 5 points for each net word of improvement.</p> <p>Example: If student improved by 4 NWPM his or her score would be 20/25.</p> <p>50 points per quarter About 10% of grade</p>	