

KEYBOARDING

COURSE OUTLINE

410-674-7710 ext. 211

RATIONALE

You will learn the touch method of keyboarding as you master the alphabetic, numeric, and symbol keys on a computer. Touch keyboarding serves as a valuable personal skill and vocational skill. The growth and demand for electronic technology into business, industry, and home life renders the touch keyboarding skill highly desirable for the workforce in the 21st century.

PRESENTATION OF CONCEPTS

First Nine Weeks

Using Proper Typing Technique
Alphabetic and numeric keys
Basic formatting of tabs and centering

Second Nine Weeks

Business Correspondence
 Memos
 Personal and Business Letters
 Reports
 Tables
Timed Writings
Business Simulation

TIMED WRITINGS

First Nine Weeks

25+ = A
20 – 24 = B
15 – 19 = C
10 – 14 = D
0 – 9 = E

Second Nine Weeks

30+ = A
25 – 29 = B
20 – 24 = C
15 – 19 = D
0 – 14 = E

Excused Absences

Must be provided to the teacher within three days of the absence. If a note is not provided the absence will become an illegal absence.

Make-up Work

It is the student's responsibility to get make-up work from the teacher upon their return to class after an absence.

MATERIALS

- ◆ Textbooks are a class set and are not assigned to students.
- ◆ Supplies Needed
 1. A three ring binder
 2. Lined paper, pens and pencils

GRADE COMPUTATION

90% + = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
0 - 59% = E

GRADING SCALE

1ST Nine Weeks

60% = Technique
20% = Classwork
20% = Tests & Quizzes

GRADING SCALE

2ND Nine Weeks

50% = Technique
30% = Classwork
20% = Tests/Quizzes

- ◆ Homework will be assigned twice a week.
- ◆ The Academic Honesty Policy of Meade Senior High will be strictly followed.