

Keyboarding

Mrs. Misiewicz

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This course is designed to acquaint students with the proper technique and uses of the keyboard. It will also help students to develop a mastery of the keyboard using the touch method and to give students instructions needed to develop correct habits for future use with the computers.

*Students will need a folder for this class which will be collected at the end of the quarter.

Scope

Alphabetical Keyboarding Technique

Numeric Keyboarding Technique

Speed Drills

Word Processing Applications

Class Assessment

Tests	25%		
Class Assignments	20%	Class Folder	5%
Speed/Accuracy	25%		
Technique	25%		

Policies and Expectations

1. Be on time for class.
2. Please be polite. Do not talk while other students or the teacher is speaking.
3. No food/drink, candy or gum chewing.
4. Do not change any settings on the computer!
5. You are not allowed to read/send e-mail, and there is to be no instant messaging.
6. To print, hit the print key ONE TIME. If there is a problem, you must call me. DO NOT hit the print key again.
7. If you finish early, you may play a game. You are not allowed online!