

Keyboarding

Contact Information

Mr. Norvelle

Perry Junior High Downstairs computer Lab 105

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Course Description

Students will become familiar with Microsoft Word and general typing websites. Students will learn to use the home row, set margins, use typing shortcuts, and increase typing speed.

Websites used in Course

Online Typing Classroom: <https://school.keyhero.com/lesson/list/>

Extra Practice: <http://www.powertyping.com/qwerty/lessonsq.html>

Typing Games:

http://www.learninggamesforkids.com/keyboarding_games/keyboarding_games_typing_of_the_ghosts.html

Typing Races:

<http://play.typeracer.com/>

Course Objectives

- Increase typing skills
- Enhance knowledge of Microsoft Work
- Teach professional letter styles

Classroom Rules

1. Be Respectful:
2. Be Responsible:
3. Be Ready to Learn:

Grading Scale

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Assignments

The weekly agenda is posted on the School Website.

- Complete online typing school typing basics, Quotes (Upper Case), and Quotes (Lower Case)
- Write small newspaper article
- Professional letters
- Write a short article for a magazine
- Final Keyboarding Test

Original Work Policy

All individual work should be created solely by that person; assignments are to be created when assigned. All collaborative work should be the collaboratively generated work of the individual. A proper works cited page should be submitted if a student uses another person's work. Plagiarism is a very serious offense.

Work Quality

Students are responsible for turning in neat and completed homework. Work with edges torn and crinkled paper will be docked points from their overall score. Assignments should be completed, any missing answers are counted as incorrect. We will have binders in the class, which means that work should always be protected inside binder.

Late Work Policy

This course is designed to allow students to work at their own pace. Students who need additional time need to speak to Mr. Norvelle. The course is mainly online, which means students can work at home, if necessary.

Participation

Students will be expected to be an active member of the classroom, which includes discussion, reading out loud, input, etc. Throughout the school year, projects will be put together involving both group and individual dialogue.