

6th Grade KEYBOARDING

Instructor: Ms. Shew Room: High School Lab-Room 105
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Required for 6th grade - 9 weeks

Resources: *Century 21 Keyboarding, Formatting, and Document Processing*, South-Western, *MicroType Pro* Software 4.2; *Microsoft Word*

COURSE DESCRIPTION

This is an introduction to keyboarding class that is required for all students in the 6th grade. The students will demonstrate mastery of touch keyboarding using correct keying techniques including correct posture and finger placement. The student will improve speed and accuracy in keyboarding by using appropriate drills and timed writings. Emphasis of the class is placed on letters, numbers, symbols, numeric keypad, and basic word processing applications.

GRADING

1. Daily assignments
2. Keyboarding Technique (3 gradings)
3. Speed and Accuracy/Timings
4. Participation, attitude and behavior

GRADING SCALE

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

Timings Grading Scale

30 +wpm	A+ 10/10
25-29wpm	A- 9/10
20-24wpm	B 8/10
15-19wpm	C 7/10
10-14wpm	D 6/10
9 and below	F 5/10

**2 errors allowed for each 1 minute timing

WHAT YOU WILL NEED FOR THIS CLASS DAILY

- ◆ Pen or Pencil
- ◆ Agenda
- ◆ Any handouts provided for assignments
- ◆ Password
- ◆ *A positive attitude*



Learning to keyboard is not easy. It will take lots of self discipline and patience. Sometimes it takes weeks to show just small improvements. If you look at keyboarding as a skill that can be mastered with lots of practice you will do fine. One key factor to mastering keyboarding is good technique. Correct technique is the **most important** skill any beginning typist can learn. Speed and accuracy are all built around good technique. Therefore you will be given a technique grade every few weeks. The technique grade will be based on the following areas: 1. Work Habits; 2. Position at Computer; 3. Keystroking technique. You will be provided with a keyboarding technique grading check sheet prior to a grading session.