

KEYBOARDING I

Business and Marketing Education

Mrs. Hable

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Course Description: Keyboarding is designed to improve keyboarding skills, increase productivity, and further prepare you for a business career. You will learn and practice technical writing skills as you write, layout, and format commonly used business correspondence, forms, tables, reports, and other types of business documents.

Course Goals:

Upon completion of the class, you will be able to:

- Demonstrate improved keyboarding skill and accuracy.
- Apply more advanced production skills in formatting and keying correspondence, reports, tables, and documents.
- Work from a variety of input modes.
- Demonstrate proficiency in proofreading and in editing copy for revision.
- Demonstrate proficiency in choosing a correct and appropriate format.
- Demonstrate proficiency in using correct punctuation, capitalization, and word division.

Materials: For the most part, you will not be responsible for taking a book out of the classroom. If you find yourself getting behind or are absent, please see me about checking out a copy. Also, you will find it useful to have a folder for the class for handouts and assignments that are returned to you.

Grading:

Timing Tests	25%	90 - 100%	=	A
Simulation and Daily Work	40%	80 - 89%	=	B
Production Quizzes/Tests	25%	70 - 79%	=	C
Technique	10%	60 - 69%	=	D
		Below 60%	=	F

Grades will be updated weekly (usually Fridays) on your student portal. If your parents have not received a username and password, please have them contact your house office.

Please keep track of your grade using the Student Portal. If you hand assignments in late, you will receive a 25% deduction for the first day that it is late and if the assignment is 2 days late, a 50% deduction will be given. If you have an excused absence, you will receive 2 days make-up time for every period excused.

Office Hours:

Office Hours will be Wednesday Mar 25, Apr 29, May 20 and June 3 from 2:50-3:20 in C132.

Class Expectations and Procedures:

1. Be respectful at all times. This includes students around you and ALL Equipment!
2. Use your class time WISELY. Stay focused and on task.
3. NO FOOD OR BEVERAGES ALLOWED IN THE CLASSROOM!! This is a computer lab and is not an environment for food and beverages. If you have any, keep it in your locker or backpack!
4. No games, email, chat, or Internet usage!! Internet usage will only be allowed with prior permission. If you are found on games, etc, you WILL receive up to five days ISS. You are to have the computer lab policy sheet signed by yourself and a parent/guardian by Monday, March 16.
5. Absences - you are responsible for making up any work you miss. If you miss a test, you must make it up on your own time. You should come to me to ask what you have missed.
6. Truancies will result in zeros for any assignments missed - no exceptions. After your second truancy you will receive an "F" for the class.
7. Tardies will result in doubling the time missed for 2 tardies. After 2 tardies, your AP will be notified.
8. Cheating is not tolerated. There will be no sharing of files! In the event that you are caught cheating, you will receive no credit for the assignment and I will contact your parent/guardian. If you allow another student to use an assignment that you completed, you will also receive a zero.
9. Put your name and label all assignments. If there is no name...it goes in the garbage.
10. This can be a very informative, yet fun class. Let's make that happen!!

