

KEYBOARDING DISCLOSURE
South Jordan Middle School

Class Objective:

This is a beginning course that will focus on correct touch keyboarding with **speed** and **accuracy**. Students will demonstrate a working knowledge of basic word processing functions, and proofreading. Students will develop composing skills at the keyboard. Students will work to master composition and different business documents including letters, reports, and tables.

Keyboarding Grade:

Grades will be determined by the following four (4) areas:

- | | |
|----------------------------------|------------|
| 1. Speed/Accuracy Timed Writings | 35% |
| 2. Daily Lessons | 25% |
| 3. Proper Technique | 25% |
| 4. Participation/Citizenship | 15% |

Timed Writings with Speed/Accuracy (35% of Grade)

This grade will be based on **3-minute timings with **6 or less errors** and **NO** use of the backspace key.

Quarters 1 & 3			Quarters 2 & 4		
30	100%	A	40	100%	A
29	97%	A	39	98%	A
28	93%	A-	38	95%	A
27	90%	A-	37	93%	A-
26	87%	B+	36	90%	A-
25	84%	B	35	88%	B+
24	80%	B-	34	85%	B
23	77%	C+	33	83%	B-
22	74%	C	32	80%	B-
21	70%	C-	31	78%	C+
20	67%	D+	30	75%	C
19	64%	D	29	73%	C-
18	60%	D-	28	70%	C-
17 & Below		F	27	68%	D+
			26	65%	D
			25	63%	D-
			24	60%	D
			23 & Below		F

Daily Lessons (25% of Grade)

Each day the students will work on a variety of lessons from Micro Type Pro, the Keyboarding text book, and in Microsoft Office. Lessons are completed in the Keyboarding lab and cannot be done at home. Students will learn different business documents including: letters, reports, and tables.

Absent Work

If a student is absent, it is his/her responsibility to make an appointment with the teacher to come in before/after school to make up any work missed. Students will have a deadline for when absent work is due. (Usually 1 week after assigned work is done in class) Check Skyward or talk with the teacher the day you return to find out the due dates of each assignment.

SLO Pre-Test and Post-Test: SLO (Student Learning Objective)

This year the district is requiring a pre-test and post-test for this course. The purpose is to see if the students have achieved a minimum growth of at least 12 words per minute by the end of the Semester. Students will also be required to type a personal business letter when given a prompt.

Materials

On occasion, computers tend to break down. Students are responsible to bring an AR book to class each day to read if there are technical difficulties with the equipment or the server.

Technique (25% of Grade)

Students will use proper touch keyboarding technique. Fingers will be covered for the entire course. Technique will consist of:

1. Eyes on copy (no peeking)
2. Feet flat on the floor
3. Sit up straight
4. Fingers curved
5. Correct fingering of the keys

Participation/Citizenship (15% of Grade)

Students will receive 100 points at the beginning of each quarter for participation. Students will lose 10 points for each infraction of the classroom rules. Depending on the severity of the infraction, more points may be deducted.

On Time/Tardies

A student is considered tardy if he/she is not in their seat and logged in before the bell rings.

Citizenship

H = 90-100 points

S = 70-80 points

N = 50-60 points

U = 40 point or below

Cheating

Cheating on an assignment or timed test will result in a “0” on that assignment or test and a “U” in citizenship for the class.

Computer Care

Students must be respectful in the Keyboarding room at all times. There will be no disruptive actions or mishandling of computers. Students will be held to the SoJo acceptable use policy they have signed.

Internet

Students are not allowed into the Internet without permission of the teacher.

Teacher Availability

Teachers will be available every morning and after school on Tuesday and Thursday until 3:20 pm. If students are not in the classroom by 3:00 they will not be allowed to stay after and work on assignment.