KEYBOARDING ELECTIVE

Keyboarding is an elective that is required before a student may sign up for the elective GEN Y class. This keyboarding class is an introduction to learning the keys of the keyboard and the correct fingering techniques needed to type with speed and accuracy. This class consists of a series of drills, quizzes, and 15 Speed and Accuracy Tests to help you improve keyboarding techniques and speed. To complete the class all 15 Speed and Accuracy Tests must be completed by the end of the second quarter of the class. **At the end of the second quarter of this class--- All unfinished Tests will count as zeros with a grade of an "F".**

Grades: Grades are based on points given for each of the categories and the percentage given for each category.

CATEGORY	POINTS
ATTENDANCE--	200
BEHAVIOR--	100
FINGERING /POSTURE	100
TESTS/QUIZZES-	(20-55)

(points vary with each test)

Students will have the opportunity to makeup attendance points and tests during recess on days that the teacher does not have recess duties or available

KEYBOARDING TUTORIAL SITES:

http://www.typing-lessons.org/lesson_1.html

http://www.mrkent.com/kb/kbtest.htm

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(PLEASE CUT ON THE DOTTED LINE AND RETURN TO MRS. WIENS). **I have read the above keyboarding class syllabus.**

PARENT SIGNATURE: _____DATE:_____

STUDENT SIGNATURE: _____DATE:_____