

Twin Falls School District

KEYBOARDING/BUSINESS

Grades 8-12

2009-10



Course Description:

This course will provide the opportunity for students to learn how to operate the computer keyboard with speed and accuracy, create and format word processing documents.

Instructional Philosophy: In order to be successful in learning keyboarding students must actively participate in all assignments! The purpose of Keyboarding is to give students keyboarding and computer skills that will serve them throughout their school years, in their personal lives, and in their careers. The software for this class is only available on the school network, thus it is important that students complete daily work during the allotted class time. In the event a class is missed it is the responsibility of the student to make up that assignment – this may require make-up time before school or during lunch. Students are required to follow the TFSD student computer use agreement. Students should follow the academic honesty policy on page 4 of the TFSD Style Book.

Power Standards:

1. KEYBOARDING
2. WORD DOCUMENTS-WORD

Major Course Projects and Assignments:

- MicroType Software is a keyboarding program that consists of a tutorial, reinforcement activities, educational games, and a word processor. All of these components are combined in one comprehensive package that will help your students master the basic keyboarding skills.
- CheckPro software and Microsoft software will be used to help students learn word processing, spreadsheets, databases, and electronic presentations.

1) KEYBOARDING

- a) Proper finger placement
- b) Speed and Accuracy

2) WORD DOCUMENTS-WORD

- a) Compose a business/personal letter
- b) Compose a MLA style report
- c) Create a table
- d) Create Business Documents (memos, emails, brochures, flyers, itineraries, news release, mail merge, outlines, minutes, newsletters)
- e) Create a report

FINAL PROJECT

Use final assessments from Textbook Units 11 and 12.

Assessment and Grading Plan:

KEYBOARDING: 40 gwam See Keyboarding Timed Writing Scale
WORD Assessments: Business Letter, Tables, MLA Style Report, Memos

Grading Scale:

GRADING PLAN: The grading will follow the school standard.

GRADE SCALE	DESCRIPTION OF LEVELS OF PROFICIENCY
A 90-100%	Complete, superior work. Student has a mastery of the subject.
B 80-89%	All required work done, above average quality. Student is operating at a high level of proficiency.
C 70-79%	Work consistent with average of group. Student understands the basic concepts of the subject.
D 60-69%	Barely covers the minimum daily assignment. Student masters only the bare minimum.
F (I) < 60%	Careless, partial, insufficient, and indifferent work. Knowledge of subject very meager. Student failing to meet the standards expected of him/her.

Components of the Grade:

Daily assignments are 30%, weekly timings are 30% and tests and quizzes comprise the remaining 40%.

Policy for Re-Doing Work:

Students may retake an assignment or test providing they make arrangements with teacher to come in on their own time and the retake happens within 5 calendar days of the assignment or test.

Opportunities for Extra Help:

Students may make arrangement to come in before, after or during school to get extra help or make up missed class time. All timed tests must be completed in the computer labs.

Grading Rubrics:

- Keyboarding Timing Scale
- Word Business Letter Rubric
- Word Table Rubric
- Word Memo Rubric
- Word MLA Style Report Rubric

Parent Signature _____

Student Signature _____

Date Returned _____