

KEYBOARDING I

Teacher: Mr. Boero
Office: BE Office Area (2nd Floor)
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Phone: (763) 506-6331
Text: Century 21 Computer Keyboarding, 7th Edition, Southwestern Publishing Company, 2002.
Software: Microsoft Word, MicroType, MicroPace

Course Outline:

1. Alphabetic and alphanumeric keyboarding technique
 - A. Letter keyboarding technique
 - B. Numeric keyboarding technique
 - C. Symbol-key technique
2. Key and format personal and business correspondence
 - A. Personal-business letters
 - B. Business letters
 - C. Standard memos
 - D. Reports
3. Formatting skills
 - A. Outlines
 - B. Tables
 - C. Proofreader's marks
 - D. Centering horizontally and vertically
4. Speed and Accuracy Development

Attendance & Tardies:

1. Please show all passes to me at the beginning of the class period. *AHS attendance policy is strictly followed.*
2. Please be in your seats when the final bell rings. Tardy is any time after the bell.
3. Please do not ask to leave the class in the middle of a presentation or class activity.

Assignments:

1. Assignments are expected to be completed on time. Some assignments will be ongoing and you will be expected to continue working on them throughout the term.

Make-up Work:

1. It is your responsibility to obtain any make-up assignments.
2. Work which was assigned prior to your absence is due the day of your return.

Evaluation:

1. Grades will be calculated as follows
2.
 - a. Summative Assessments 80%
 - b. Formative Assessments 20%
3. Students will be graded according to the following grading scale:

93-above	A	73-77	C
90-92	A-	70-72	C-
88-89	B+	68-69	D+
83-87	B	63-67	D
80-82	B-	60-62	D-
78-79	C+	Below 60	F

Materials Needed:

Folder
Pen or Pencil