



7th Keyboarding Ms. Ahern

GRADING SCALE

A	95 - 100%
A-	93 - 94%
B+	91 - 92%
B	85 - 90%
B-	83 - 84%
C+	81 - 82%
C	75 - 80%
C-	73 - 74%
D+	71 - 72%
D	67 - 70%
D-	65 - 66%
F	64 - 0%

COURSE DESCRIPTION

Keyboarding is designed to teach you what you need to know to start using the computers. The student will develop the keyboarding skills that are essential for the effective use of computers, learn to use Microsoft Word, Excel, Power Point, and Publisher.

GRADE CONSISTS OF

Daily Work – Assignments will be given on a daily basis and will comprise 80% of the semester grade.

Timings – Timings will be given at least 2 times per week through out the semester. These timings will comprise 10% of your semester grade.

Unit Tests – Upon completion of each unit each student's progress will be assessed. This will comprise 10% of your semester grade.

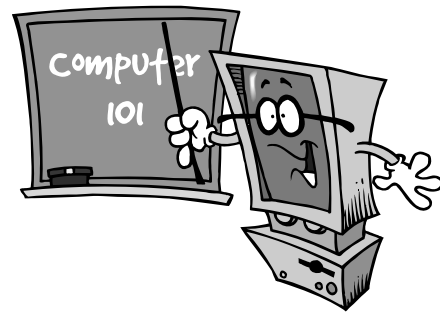
COURSE REQUIREMENTS

1. Notes – you will be responsible for taking notes on each topic we discuss. Bring a folder to keep all important handout and notes.

2. Portfolio – This portfolio will be used during your 7th grade year. It will represent your perspective of yourself. After this year, it will be locked in a safe place to be given to you on graduation day of Chinook High School.

3. Completion of tests, quizzes, assignments, and projects as given.

All assignments must be neat, legible, and handed in on time.



GRADING

This class is mainly hands-on therefore; all daily work will be completed in class. Late assignments will be accepted one day late for full credit. After that, a "0" will be recorded in the grade book.

Tests will be given on each unit. You will be told in advance when a test will be given.

Your grade in based on a weighted system. All categories are averaged together for a total of 100%.

Unexcused absences will be counted toward your academic grade. Whatever you miss on that day will be recorded as "0" in the grade book.

GENERAL RULES AND INFORMATION

You are considered tardy if you are not in the classroom when the bell rings.

Students have two (2) days to make up work for each day of excused absence. It is up to you to make arrangements to complete work. Work can be completed in the library or the business lab.

Assignments will be collected, graded, and returned in a timely fashion. It is suggested that you keep these assignments until the end of the quarter. Also, it is suggested that you keep track of your points so you will know exactly what your grade is.

A seating chart is utilized in this class and will be changed with out notice if discipline problems arise.

Absolutely no food drinks, or candy will be allowed in the classroom. Gum is a privilege, not a right, and can be taken away.

I Pods and other music players are a distraction and cannot be used during class.

You are expected to take care of your computer and clean up around your area at the end of every class period. Any damage to the keyboard or computer caused by misuse or abuse will be discussed in a conference with the principle, your parents, you and me.

I also work in the office. I will make myself available to help after school if you need extra help. Please let me know if you are having problems so we can make arrangements.

DISCIPLINE POLICY

First Offense = Warning

Second Offense = Detention

Third and up = Sent directly to principal

