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| **Keyboarding 11** |

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**Course Objectives:**

1. To learn to touch-type as quickly and accurately as possible.
2. Use proper keyboarding techniques and posture.
3. Use Microsoft Office 2010 for basic word processing and formatting.
4. Create a portfolio of various projects.

**Evaluation:**

30% Practice/Assignments

40% Portfolio

30% Timed Tests\*

\*Note that your percentages for term 2 replace your percentages for term 1.

\*Accuracy takes precedence over speed: your timed test can have no more than 1 error.

**All the Right Type Software**

**Learning Lab:** Use this to learn the correct fingering for each letter. Stay on this until you can touch-type without looking at the keys using the correct fingering. Spend as much time as you need to before going to the Practice Pavilion.

**Practice Pavilion:** Short drills which give you a score for speed and accuracy at the end of each one. Compare your scores to your handout which gives you the percentages for combinations of speed and accuracy.

**Skill Building:** Do this after the Practice Pavilion. Scores are stored for you and can be seen in the Records Library and count for marks. If you redo an exercise and get a better score, it replaces your previous best one. There are three levels to each Skill Builder, and all three must be completed.

**Testing Center:** These scores are also recorded for marks. These tests must be completed on the ‘test’ day.

**Class Expectations**

Students are expected to maintain an attitude of cooperation and respect to your teacher, classmates and any guests we may have including TOC’s. This includes the following:

* Working to the best of your ability
* Arriving on time
* Listening during instruction
* Working on assignments during allotted time
* Respecting the computers