

# Newark Catholic High School

## Keyboarding

The objective of the Keyboarding class is to learn to touch type (knowing all the letters without looking at the keyboard). Speed and accuracy are both emphasized through individual typing programs, assignment practice from copy, and timed writings on black keys.

A second objective is to learn how to use many of the word processing features in Microsoft Word. Students are expected to learn proper formatting of a business letter and a typewritten report and how to achieve the format. Students also learn proofreader's marks, column formatting and various other font manipulation.

### See also:

- [Test Schedule](#)
- [MicroType Pro Assignments](#)

### CLASSROOM RULES:

- Hall passes will be allowed one at a time and issued within reason up to three per quarter.
- Excessive abuse of passes may result in revoked privileges at my discretion.
- Students must have **his/her own** Agenda to be excused.
- **No gum, food, drinks, etc. in class.**
- No writing on desks unless you would like to clean them.
- Students are to enter the classroom ready to begin class.
- i.e.: SEATED, QUIET, WITH ALL NECESSARY SUPPLIES -- hall passes will not be issued to retrieve forgotten supplies.
- Students are to **REMAIN SEATED at the end of class** until dismissed by the teacher.
- Students are to respect all persons and possessions within the school.
- All school rules -- including **dress code** -- as explained in the Agenda will be enforced.
- Do not talk when I or someone else is talking during lecture times. You will have plenty of other opportunities to talk on your own. Do not talk while the PA announcements are on. You will stay after school.
- **Students are not to touch another computer. Only work at your assigned station. Students are not to "investigate" items on the hard drive, access the Internet, or open any programs except those assigned (MicroType Pro, Word)**

### GRADING:

#### Grading Scale

97 - 100 = A+	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+
93 - 96 = A	83 - 86 = B	73 - 76 = C	63 - 66 = D
90 - 92 = A-	80 - 82 = B-	70 - 72 = C-	60 - 62 = D-

Grades will be determined by your progress in class, assignments, and tests. You will be mostly graded on accuracy, not speed. Grade weights increase as the quarter progresses.

### DAILY GRADES:

You begin each week with 10 points (or 2 points per day for shortened weeks)

You will lose one of your daily grade points each time you commit one of the following rule violations:

- Failure to stay seated during class
- Failure to stay on the correct lesson for the day
- Failure to keep your hands on your own keyboard

- Failure to respect property or persons during class – this includes talking out of turn

### ASSIGNMENTS:

- Assignments are to be completed by the due date. **If you need extra time, you must make arrangements to come in during study hall, before school, or after school BEFORE the assignments are due.**
- When absent, YOU are responsible for getting assignments and you have the same number of days to complete them as you were out.
- For planned absences or excused dismissals, try to make arrangements before you leave whenever possible.
- Be sure to clearly label all assignments.
- \*\*\*\* I will NOT nag you to complete missed assignments. It is **YOUR** responsibility.

### TARDIES:

- All students will be excused for **three tardies** per **semester**.
- A student is tardy if s/he enters the classroom **after the bells rings without a legitimate pass**.
- For each successive tardy after the three excused, the student will be issued a teacher detention of 15 minutes. This detention must be served immediately after school within two school days.

Failure to serve a teacher detention within the allotted two days will result in a regular school detention.

### Keyboarding – Quarter 1 test schedule

**Wednesday, September 13**

**TEST 1-5** – Black Keys, 2 minutes, 25 wpm=100% - 25 points

**Wednesday, September 27**

**TEST 1-10** – Black Keys, 2 minutes, 25 wpm=100% - 30 points

**Wednesday, October 11**

**TEST 1-15** – Black Keys, 2 minutes, 25 wpm=100% - 35 points

**Wednesday, October 25**

**TEST 1-19** – Black Keys, 2 minutes, 25 wpm=100% - 40 points

**Thursday, October 26**

**TEST 1-19** – Open Keys, 5 minutes, 30 wpm=100% - 40 points

Lesson	Keys Learned	Complete Drill Lines With Monitor Turned OFF Complete all Drill Lines in Word Pad Save as file name shown DS Between each exercise		File Name
		Page	Exercises	
1	Home Row = A S D F J K L ;	548-9	1F, 1G, 1H, 1J	<a href="#">MTP1_5</a>
R1	<i>Review</i>			
2	H E	551	2D, 2E	
3	I R	552-3	3C, 3D, 3E	
4	<i>Review</i>			
5	O T	554-5	4B, 4C, 4D	
<b>TEST 1-5 - Black Keys, 2 minutes, 25 wpm=100%</b>				
6	N G	556-7	5B, 5C, 5D, 5E	<a href="#">MTP6_10</a>
7	Left shift (.)	558-9	6B, 6C, 6D, 6E	
8	<i>Review</i>			
9	U C	560-1	7B, 7C, 7D, 7E	
10	W Right shift	562-3	8B, 8C, 8D, 8E	
<b>TEST 1-10 - Black Keys, 2 minutes, 25 wpm=100%</b>				
11	B Y	564-5	9B, 9C, 9D, 9E	<a href="#">MTP11_15</a>
12	<i>Review</i>			
13	M X	566-7	10B, 10C, 10D, 10E	
14	P V	568-9	11B, 11C, 11D, 11E	
15	Q (,)	570-1	12B, 12C, 12D, 12E	
<b>TEST 1-15 - Black Keys, 2 minutes, 25 wpm=100%</b>				
16	<i>Review</i>			<a href="#">MTP16_19</a>
17	Z (:)	572-3	13B, 13C, 13D, 13E	
18	Caps lock (?)	574-5	14B, 14C, 14D	
19	Tab	25-6 45-6 47-8	12A, 12B, 12C, 12D, 12E 20A, 20B, 20C, 20D 21A, 21B, 21C, 21D, 21E	
<b>TEST 1-19 - Black Keys, 2 minutes, 25 wpm=100%</b>				
<b>TEST 1-19 - Open Keys, 5 minutes, 30 wpm=100%</b>				