



# Keyboarding

## Grand Haven High School



**Course Number:** G32  
**Grade Level:** 9th, 10th  
**Credits :** 1/2  
**Prerequisite Courses :** None

### Course Description

This course is intended for students who need to learn proper keyboarding skill and have had no formal keyboarding experience. Coursework introduces keyboard techniques emphasizing the touch system as well as improving speed and accuracy. Numeric Keyboarding skills and formatting basic documents will also be covered. **THIS CLASS IS NOT FOR STUDENTS WHO ALREADY KNOW THE KEYBOARD AND TYPE AT AN ACCEPTABLE RATE OF SPEED.**

### Course Objectives

Students will learn proper keyboarding technique for touch typing. Lots of practice will enable students to improve their speed and accuracy. Students will also be given opportunities to improve their proofreading skills in order to produce error-free documents. After learning the alphabetic and numeric keys, students will also learn how to create and format simple business documents in MS Word such as letters, memos, reports and tables.

### Student Expectations

Students will be responsible and give their best effort to produce quality documents. They will work together with the teacher and all of their classmates to make the environment a pleasant and comfortable place to learn.

### Communication

I can be reached through e-mail at [keur@ghaps.org](mailto:keur@ghaps.org)  
I can be reached through my classroom phone at 850-6167

### Building Behavioral Expectations

***TEAM GH ... One Team, One Family, One Grand Haven. Be Kind. Always.***

It is our expectation that ALL GHHS students, staff and parents will ... always give their best **EFFORT** in everything that they do, work hard to be **INCLUSIVE** of each other, show **RESPONSIBILITY** in class, the hallways, cafeteria and at events, and **WORK TOGETHER** at all times!

**GO BUCS**

## Grading Policy

93-100 = A	80-82 = B-	68-69 = D+
90-92 = A-	78-79 = C+	63-67 = D
88-89 = B+	73-77 = C	60-62 = D-
83-87 = B	70-72 = C-	Below 60 or Missing Assignment = F

Classwork	30%
Participation/Professionalism	10%
MicroType Software	30%
Assessments	30%

## Scope and Sequence

- \* Home row, h, e i, r
- \* o, t, n, g, Left Shift, Period
- \* u, c, w, Right Shift, b and y
- \* m, x, p, v, q, comma
- \* z, colon, Caps Lock, ?, Tab, Backspace
- \* Numbers
- \* Symbols
- \* Review
- \* Data Entry Projects
- \* Business/Personal Letters
- \* Interoffice Memorandums
- \* MLA Style Reports
- \* Tables
- \* Final Project

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