

WHAT YOU NEED TO KNOW ABOUT: Keyboarding/Formatting

TEACHER: Mrs. Eisele

- 1. At the conclusion of this course, you will be expected to have developed the following skills:**
Keyboard using the touch method
Correctly format a variety of documents for personal and business use
- 2. You will be graded according to the following system:**
70% Summative Assessments: Theory Tests, Skill Tests, Technique Evaluations, Timings
30% Formative Assessments: Daily Work, Proofreading, Quizzes, Timings
Semester Grade: 80% Semester Average; 20% Final Exam
- 3. In addition to a final exam, at the end of the semester you will be tested in the following way:**
See the calendar on the teacher web site. In addition to those listed, tests and quizzes (announced and/or unannounced) may be added as the instructor deems necessary.
- 4. Your textbook is:**
Keyboarding & Information Processing (stays in room)
- 5. Supplementary materials that will be used are:**
Skillbuilding: Building Speed & Accuracy (stays in room)
121 Timed Writings (stays in room)
- 6. Homework will be given on: (frequency)**
A daily basis. If class time is used effectively, this can be completed during the period. Daily review and daily practice is necessary outside of class.
- 7. Projects required will include:**
See the calendar on the teacher web site. In addition to those listed, other projects and/or assignments may be added as the instructor deems necessary.

-----**TEAR OFF BOTTOM PORTION AND RETURN TO YOUR TEACHER**-----

KEYBOARDING A Note to Students: The NEED-TO-KNOW forms should be shared with your parents. Take it home and ask them to review it with you. Once this is done, bring it back to school, SIGNED. Your teacher will want to check that your parents have reviewed the form.

_____ (print student name) _____ (print parent name)

_____ (student signature) _____ (parent signature)

Phone # _____ Cell # _____

Translator Needed _____ yes _____ no

email _____

Translator needed _____ yes _____ no