

Keyboarding

Maria Montessori Academy
Jr. High

Instructor

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Keyboarding Overview

Cycles & Themes

Cycle 0 Aug 18-Sept 13
Cycle 1 Sept 14-Oct 25
Cycle 2 Oct 26-Dec 20
Cycle 3 Jan 4-Feb 14
Cycle 4 Feb 15-March 28
Cycle 5 April 5-May 16

Structure
Forces
Power
Change
Balance

Keyboarding is an essential skill in digital literacy today. In this course each student will improve their speed and accuracy of keyboarding by touch. The first four weeks of the program focus on activities and drills that establish correct touch keyboarding techniques. Students will also be able to use correct terminology to identify computer components and demonstrate a working knowledge of basic word processing functions. Students will have the opportunity to develop skills of composition at the keyboard by composing sentences, stories and business letters.

Grading Overview

Student grades will be based on completion of warm-up activities, completion of lessons on KeyboardingOnline.com (a web based program they can have access to anytime, anywhere) and demonstrating improvement through timed tests and exercises. Students are expected to complete their work in class. There will be no homework unless the student wishes to utilize their subscription at home.

Citizenship Grading

Citizenship grades will be based on attitude, being on time, and on how well the students shows respect to their fellow classmates by not distracting fellow classmates with inappropriate behaviors.

[Blogs.MariaMontessoriAcademy.org/MsEmily](https://blogs.mariamontessoriacademy.org/msemily)