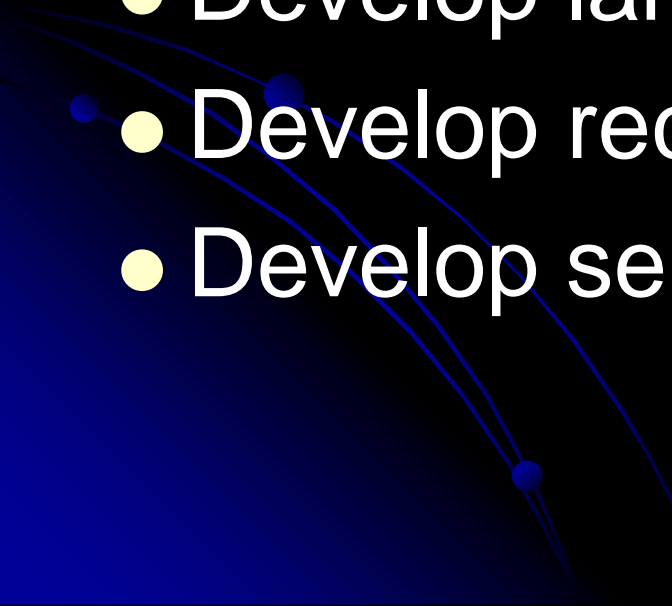


Keyboarding I

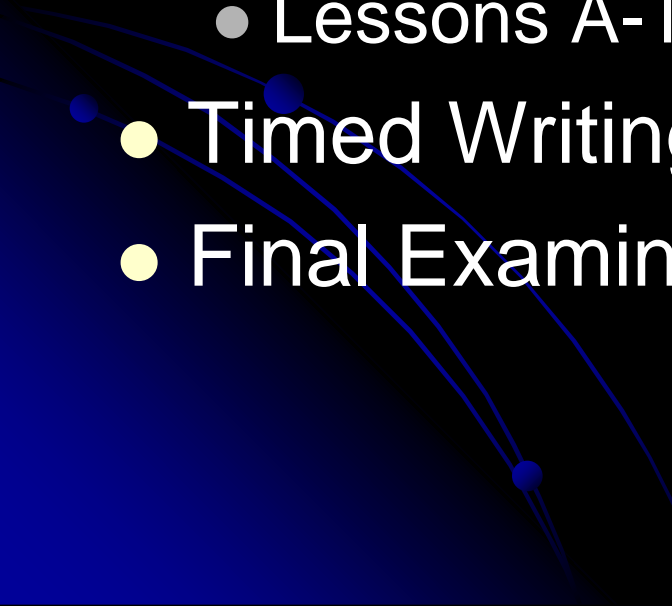
Goals and Resources
Micro Type



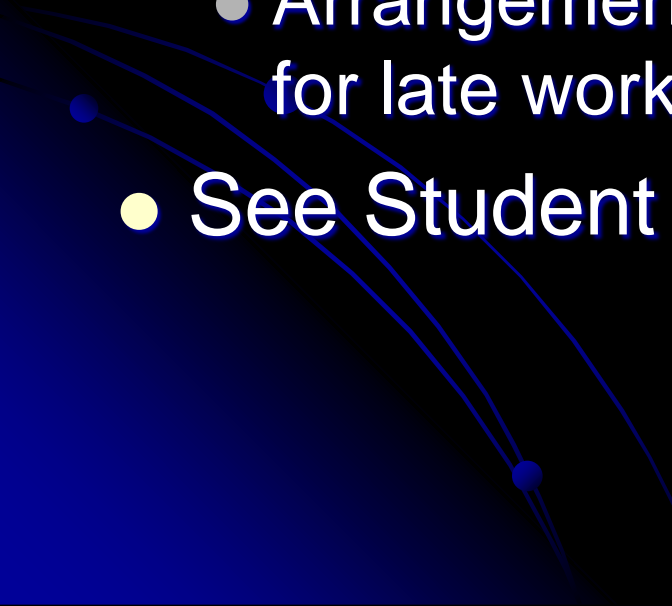
Goals

- Develop manipulative skills
 - Learn the touch technique
 - Develop formatting and editing skills
 - Develop language skills.
 - Develop recycling habits
 - Develop self-esteem
- 

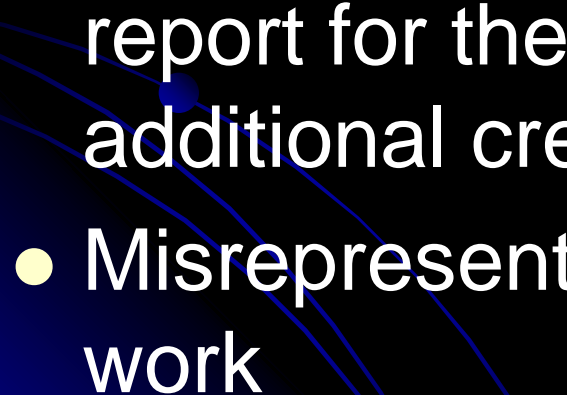
Requirements

- Textbook
 - Cycle 1 (*Selected Lessons*)
 - MicroType 4
 - Lessons 1-20 Alphabetic Keyboarding
 - Lessons A-T Keyboarding Skill Builder
 - Timed Writings
 - Final Examination
- 

Makeup Work

- Unexcused Absences
 - There are NO makeup privileges for UNEXCUSED absences
 - Excused Absences
 - Arrangements must be made within the week for late work
 - See Student Handbook for definitions
- 

Honor Code

- Represent the work of others as their own
 - Use or obtain unauthorized assistance
 - Give unauthorized assistance
 - Modify an examination, paper, record, or report for the purpose of obtaining additional credit
 - Misrepresent the content of submitted work
- 

Evaluation / Grading

● 1st Quarter

- Technique – 50%
- Assignments – 20%
- Timed Writings – 20%
- Participation – 10%

● 2nd Quarter

- Technique – 30%
- Assignments – 30%
- Timed Writings – 30%
- Participation – 10%

● Final Exam (Comprehensive)

- Semester Grade will be an average of 1st and 2nd Quarter plus Final Exam

Grade Scale

- **A** 90—100%
- **B** 80—89%
- **C** 70—79%
- **D** 60—69%
- **F** 59% and below

- +/- are typically not given



Mr. Behling's Web Site

1^o Keyboarding I
3^o Fashion Design
4^o Fashion Design
2011-2012 Calendar

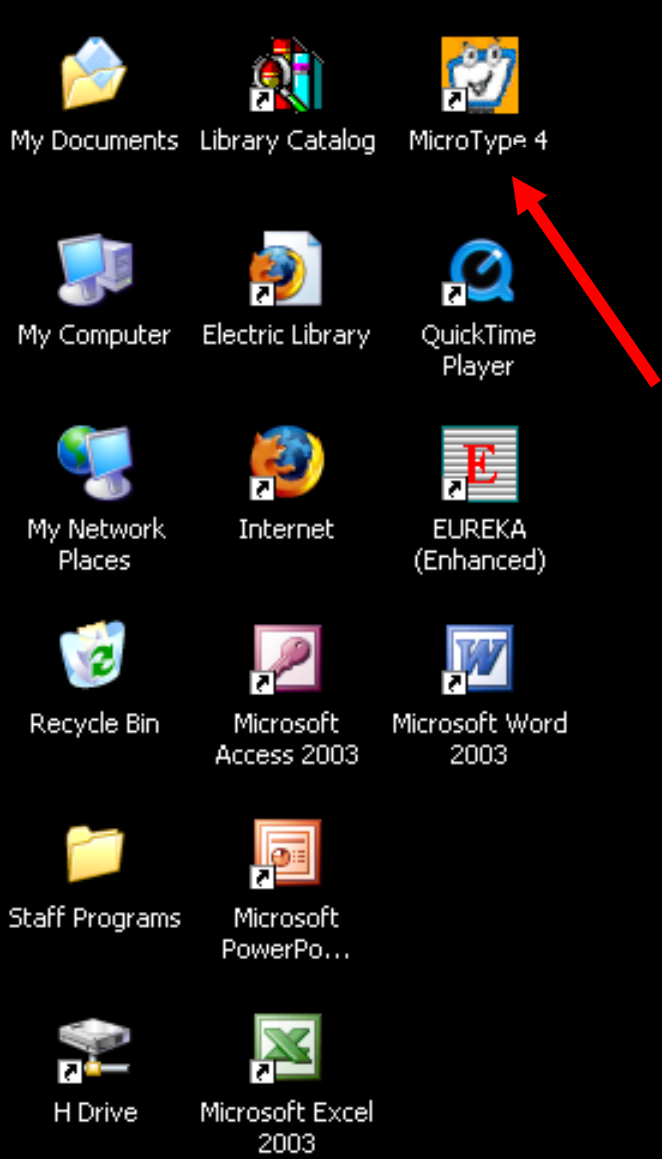
6^o Design Drafting
7^o Desktop Publishing
8^o Keyboarding I
Course Descriptions

Keyboarding I Syllabus
KeyboardGraphic
Keyboard Quiz

Expectations

| Goal <i>wam</i> | A | B | C | D |
|-----------------|----|----|----|----|
| 16 | 21 | 18 | 16 | 14 |
| 18 | 23 | 21 | 18 | 15 |
| 20 | 26 | 23 | 20 | 17 |
| 25 | 32 | 29 | 25 | 21 |
| 27 | 35 | 31 | 27 | 23 |

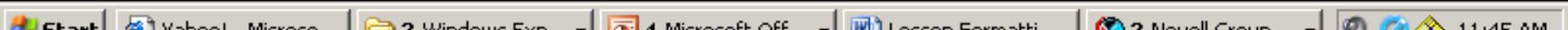
- Graphic is a menu
 - Select your period for Handouts / Assignments / Etcetera



MicroType 4



Freedom
High School





THOMSON



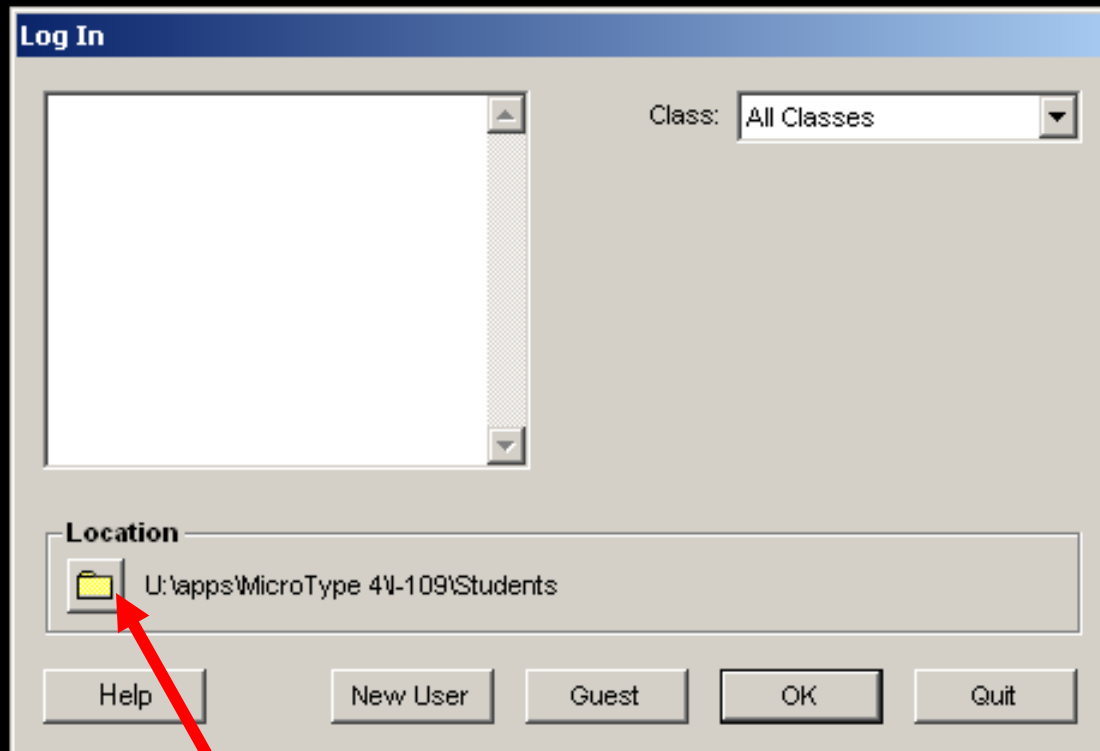
TM

SOUTH-WESTERN



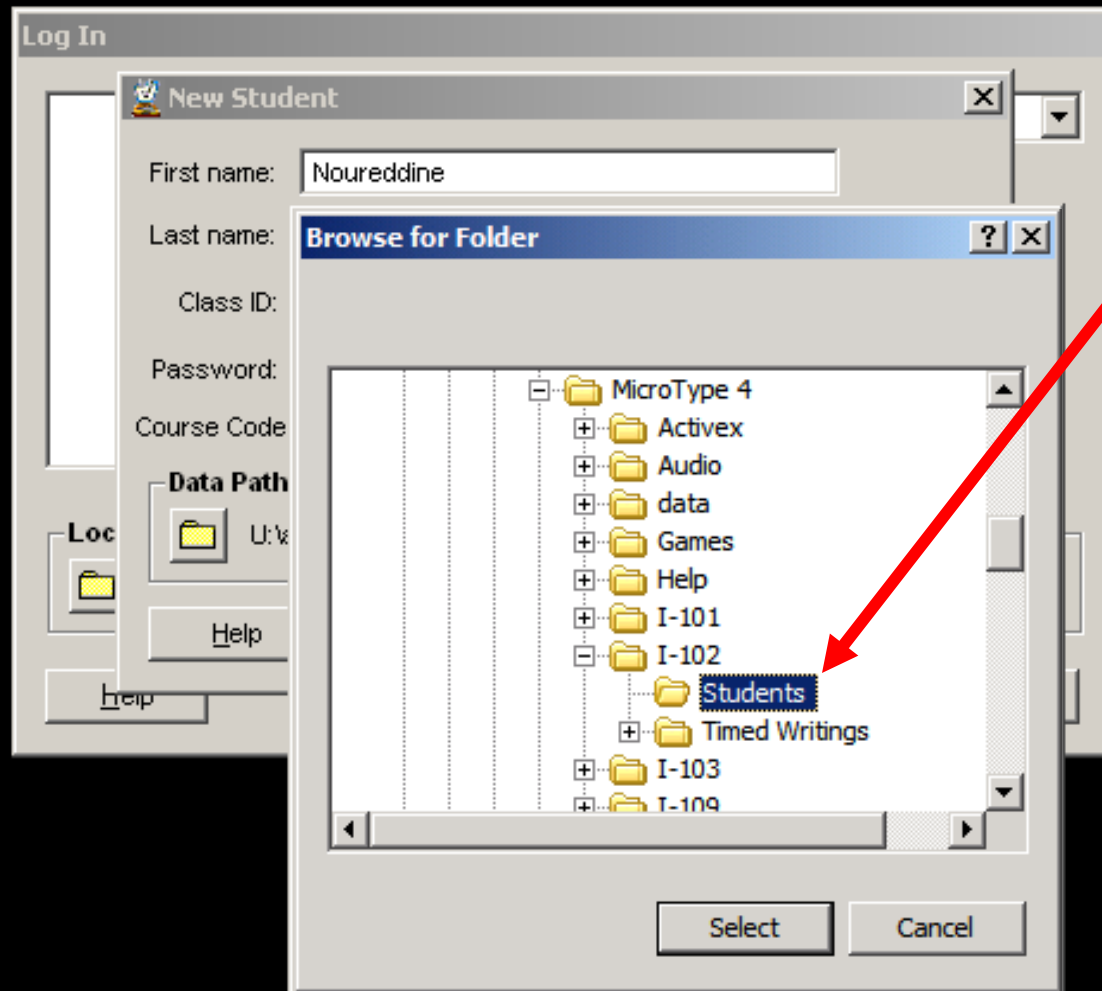
www-swlearning-com





**Click the yellow Folder
U:\apps\MicroType 4\I-102\Students**

Locate "I-102 / Students"

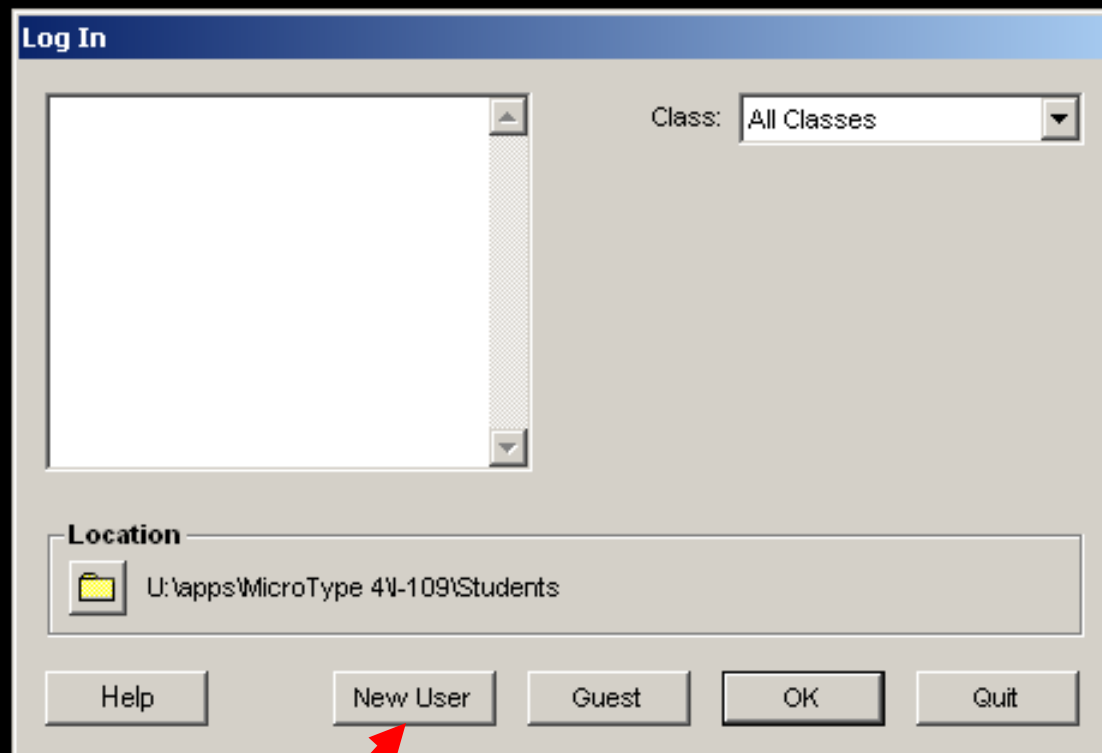


Log In

Class: All Classes

Location
U:\apps\MicroType 4\109\Students

Help New User Guest OK Quit



Click New User

Fill out the Information

Log In

New Student

First name:

Last name:

Class ID: No Class Assigned

Password:

Course Code:

Data Path

U:\apps\MicroType 4\109\Students

Help OK Cancel

Leave the Course Code Empty

Log In

New Student

First name:

Last name:

Class ID: No Class Assigned

Password: No Class Assigned
01 Per 09 Spr
05 Per 09 Spr

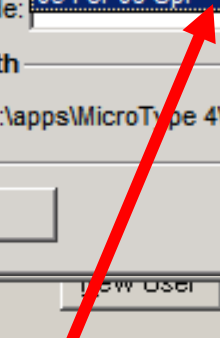
Course Code: 05 Per 09 Spr

Data Path

U:\apps\MicroType 4\102\Students

Help OK Cancel

help new user quest OK quit



Select the correct class/period

Log In

New Student

First name:

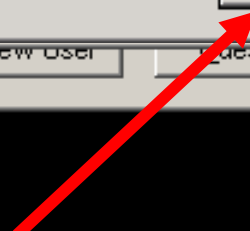
Last name:

Class ID:

Password:

Course Code:

Data Path



Click OK

MicroType 4

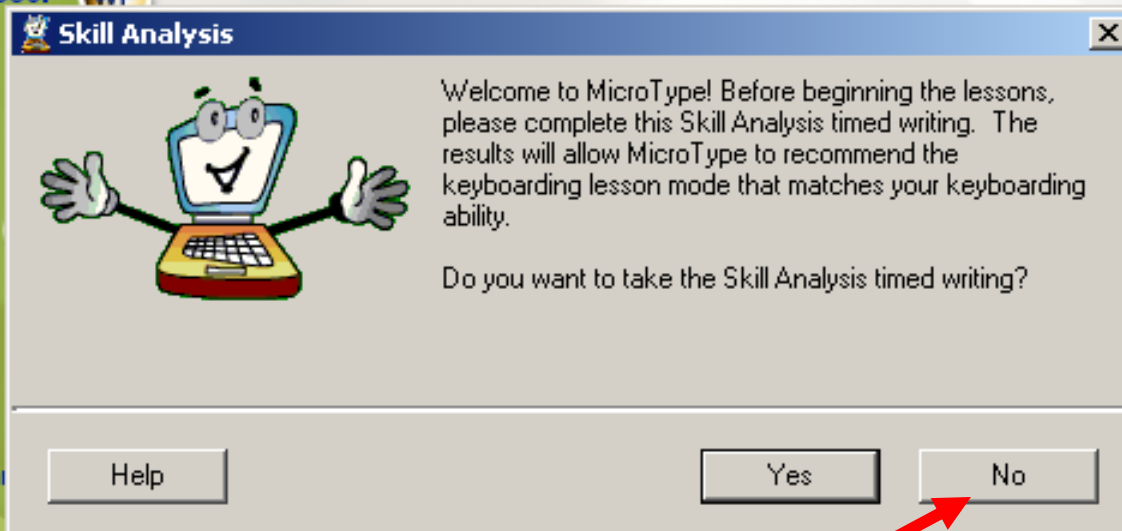
word processor 

textbook keying

timed writings

quick review

ga

3-D & movies help 

Click No to take the Skill Analysis

Click Alphabetic Keyboarding MicroType 4



The interface features a central menu with five options: Alphabetic Keyboarding, Numeric Keyboarding, Keyboarding Skill Builder, and Numeric Keypad. A red arrow points to the first option. To the left is a green sidebar with icons for word processor, textbook keying, timed writings, quick review, games, 3-D & movies, and help. To the right is a globe graphic with a hand pointing at it. At the bottom right are buttons for upload file, login, and exit.

word processor WP

textbook keying

timed writings

quick review

games

3-D & movies

help

Alphabetic Keyboarding

Numeric Keyboarding

Keyboarding Skill Builder

Numeric Keypad

upload file login exit



Alphabetic Keyboarding

Click to Choose lesson 1

1. Learn Home Row
2. Review
3. Learn h and e
4. Learn i and r
5. Review
6. Learn o and t
7. Learn n and g
8. Learn Left Shift and (.)
9. Review
10. Learn u and c
11. Learn w and Right Shift
12. Learn b and y
13. Review
14. Learn m and x
15. Learn p and v
16. Learn q and (,)
17. Review
18. Learn z and (:)
19. Learn CAPS LOCK and (?)
20. Learn TAB and BACKSPACE

 back

Keyboarding I

Questions?

