Capital High School
Basic Computer Skills

Instructor: **Mrs. Norman (Office—Room 213)**
Grade Level: **9-12**
Instructor Email: **tnorman@helenaschools.org**
Instructor Phone: **(406) 324-2551**
Materials Needed: **Two-pocket folder, loose-leaf paper and a pen/pencil**

Course Description: Keyboarding is a skill which is best developed through directed practices. This course is designed for students who wish to improve their overall keyboarding skills and abilities. Students will learn the alphabetic and numeric keyboard and symbols by touch, as well as use Microsoft Word to create, write, and format personal documents.

Learning Outcomes:

The following topics will be covered throughout the course:

- Alphabet, Number, Symbol/Punctuation Keys
- Timed Writings
- Proofreader Marks
- Memorandums, Letters, Tables, and Reports
- Language and Writing Skills activities
- File Management
- Word Processing Features--Insert/Type over, Underline, Italic, Bold, Center, Delete, Undo, Blocked Text, Copy, Move, Center Page, View, Envelope, Flush Right, Tabs, Hard Page Break, Spell Check, Cursor Movement, Zoom, Save As

Grade Breakdown:

Students will be evaluated on keying technique, test and quiz scores, class work, and timings. Each unit of study has assignments to be completed mostly in class (some independent work may be required). Assignments will be given a point value when assigned and total points are collected for the quarter. It is expected that students will come to class prepared to learn and do the work assigned each day.

Students will take several timings 2nd quarter. Grading for timings is shown in the table at right.

1st Quarter	2nd Quarter (3 Minute Timings)	
No Graded Timings	35+ wpm	A
	28 - 34 wpm	B
	20 – 27 wpm	C
	12 – 19 wpm	D

Grading Scale:

92 – 100	= A	72 – 77.99	= C
90 – 91.99	= A-	70 – 71.99	= C-
88 – 89.99	= B+	68 – 69.99	= D+
82 – 87.99	= B	62 – 67.99	= D
80 – 81.99	= B-	60 – 61.99	= D-
78 – 79.99	= C+	59.99 AND BELOW	= F

Standards:
National Standards for Business Education
http://nbea.org/newsite/curriculum/standards

Class Rules and Expectations:

- Follow the **Capital Code**
  - Be Responsible—Be on time and prepared for class
  - Be Respectful—Use appropriate language
  - Be a Graduate—Be an active participant
- Use electronic devices appropriately—for academic purposes only; ask permission for other use
- No food or drink allowed