**Business Keyboarding**

**Mrs. Jones-Hauschild**

**Business Lab**

**Textbook**

Century 21 Keyboarding, Formatting, and Document Processing. Mrs. Hauschild may create outside sources to use periodically

Lessons/Class Projects

Review the parts of the computer and how to care for storage devices

Review and master the proper keyboarding techniques

Review some basic computer terminology

Review all the keys on the computer

Business Letter Unit

Business Report Unit

Office Simulations/Office etiquette

Composing Unit

Various projects incorporated into different units

Materials needed for class

Pen or pencil,

Flash drive

Grading

Grades will be based on:

Daily participation

Daily assignments

Quizzes

Exams

Projects

Speed/accuracy

Grading Scale

A 100%-95%

A- 94%-92%

B+ 91%-90%

B- 84%-82%

C+ 81%-80%

C 79%-75%

C- 74%-72%

D+ 71%-70%

D 69%-65%

D- 64%-62%

F 61% and below

My classroom rules are simple:

Be Respectful to everyone and everything

When I am speaking you are not speaking. Give me the courtesy of listening when I speak and I will return the favor to you when it is your turn to speak

Be kind to one another!

Helpful Hints:

Use your rubrics! If I provide you a rubric for an assignment (and I will most of the time), use it! The rubric will spell out for you how to earn the points you need to receive a good grade.

Stay organized! You may need a flash drive for various assignments.

Let’s have a great year!

Mrs. Jones-Hauschild