

KEYBOARDING**COURSE OBJECTIVES/GRADING POLICY****2008-2009**

Students apply technical skills to address business applications of emerging technologies. Students enhance reading, writing, computing, communications, and reasoning skills and apply them to the business environment.

The students: applies the proper keyboarding technique to input data when using the computer or typewriter keyboard, formats and prints documents, for example, personal and business letters, short reports, and outlines.

THE SIX WEEKS GRADE WILL BE DETERMINED BASED ON THE FOLLOWING:

Daily Assignments	60%
Tests/Quizzes	40%