

Keyboarding 25S

Recommended for students in grades 10, 11 or 12

$\frac{1}{2}$ Credit Course Signup Form

About the Course

The purpose of the course is to improve students' accuracy and speed with a keyboard, using touch-keying techniques.

- Demonstrate proper finger placement and movement for keystroking
- Demonstrate touch keying on a QWERTY keyboard with a minimum straight copy speed of 25 words per minute (based on a three-minute timing with a maximum of one error per minute)
- Demonstrate touch keying on a numeric keypad.
- Produce documents with no keying errors.
- Follow acceptable Canadian standards and conventions for document production

This course is an extension of the database knowledge gained in AICT 1&2 15F.

Online and Independent Study

Students in this course will work independently on this course on their own time. There will be learning resources made available electronically. Mr. Hutton will be available to help guide the learning through email, a class website, certain hours and 12:30-1:00pm in room 50 computer lab.

(Keep above this line for your records)

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By signing up for this course you agree with agreement on back:

Project will be done for which other class:		Other Teacher Name	
Short Project Description:			
Student Name:	Parent/Guardian Name:	Phone #:	
Student Email:	Parent/Guardian Email:	Alternate Phone #:	
Parent/Guardian Signature:			

Please return to Mr. Hutton in room 50.

Agreement

By signing up for this course you agree to:

- work independently and self motivated during a spare, at lunch, and/or at home
- Work through learning resources provided
- Work through assignments or projects demonstrating outcomes

For more information visit www.mysci.ca/ict or email jhutton@sunrisesd.ca