

# KEYBOARDING

7TH GRADE - FALL 2019 - MS. DUNN KDUNN@PIKECOUNTYSCHOOLS.COM



## Course Information:

Keyboarding is a nine-week elective for 7th grade students at Pike County High School. Our program goal is to empower students with work-related readiness skills necessary for success in the 21st century. Career-empowered students are productive citizens who are prepared with knowledge and skills for post-secondary education or employment. The technology classroom provides all students with the opportunity to combine academics with high-caliber learning experiences.

## Course Description:

The keyboarding course focuses on three integrated areas of instruction -- academic planning, career development, and technology. The three focuses are cybersafety, technology responsibility, and typing units.



## 01 Required Materials

- Pencil or pen
- Notebook or 1" 3-ring binder with loose leaf paper
- Headphones (some are available, but student may prefer his/her own)

## 02 Grade Distribution

50% Exams & Projects  
50% In-Class Assignments