



# 6th Grade Keyboarding



Kemper Academy  
2023-2024 Syllabus  
Hunter Calvert

## Course Description

Welcome to the start of a new school year! This course is intended to increase student's finger dexterity, skill, and proficiencies necessary for quick and accurate information processing on any keyboard. Microsoft Word the students will learn how to use all the elements of this program and should be able to proficiently use the program. We hope to provide a positive, fun and unique class experience that students will enjoy. We look forward to a successful year for all our students, parents, and teachers!



## Contact Me

[h.calvert@kemperacademy.com](mailto:h.calvert@kemperacademy.com)

## Grading Policy

The grading categories are as follows:

- |                      |     |
|----------------------|-----|
| ● Homework/Classwork | 30% |
| ● Tests              | 50% |
| ● 9 Weeks Exam       | 20% |

The grading scale is as follows:

- |             |                   |
|-------------|-------------------|
| ● A: 90-100 | ● D: 60-69        |
| ● B: 80-89  | ● F: 59 and below |
| ● C: 70-79  |                   |

Late work: Students should always complete assignments on time, however, if a student turns in an assignment late a deduction of 10 points for each day late will take place until the third day.

## Supplies

- Chromebook
- Charger
- Spiral Notebook or binder w/paper
- Pencils

## Classroom Expectations

- Be on time and present.
- Be respectful.
- Be prepared.
- Be ready to participate.

## Programs

Typsey (Typing Program)  
Microsoft Word  
Microsoft Teams