

Putnam County R-1 Schools

Ms. Kathy Lorensen
Putnam County High School
Room 8



Any student in a business class has the opportunity to join FBLA. It's a great way to help your community and it looks GREAT on resumes and college applications!

Have you signed your Acceptable Use Policy for the Internet???

**You know the rules –
no FOOD or DRINKS in the
classroom!**

My Late Work Policy

This year grades will have to be calculated and turned in more often (every 2-3 weeks I believe)..Because of this my late work policy is as follows:

Any assignment previously due that is turned in AFTER grades are calculated will be eligible to receive no more than HALF CREDIT.

How Do You Grade???

A = 100-90

B = 80-89 C
= 70-79

D = 60-69

F = 0-59

Grades are based on daily work, and test/quizzes.

Some assignments may be graded for completion or by rubric.

All assignments must be completed during class time –
NO HOMEWORK

Confused? Need more help?? NO PROBLEM!!!

Email me anytime. I can also be available before or after school – just let me know!

Introduction to Keyboarding

Keyboarding is a vital class for student success both during High School and into College. Mastering the basic skill of typing will lead to greater computer possibilities and opportunities. Students who take keyboarding should expect to learn in a professional and jammed-packed working and learning environment. All students should put forth their best effort in every assignment.

Keyboarding is a quarter-long course that focuses on the basic computer skill of typing. **Trust Me – Good Typing Skills Will Help You In Your Future!!!** Keyboarding skills are vital in today's world of computers.

This class will cover the basic skills of typing focusing on form, accuracy and speed.