

Dear Parents of 5th Grade Students;

At TCA, we believe that touch typing is a fundamental skill for future success as typed assignments will be increasingly called upon in your child's other classes.

To begin with, your child will receive 1 grade in computer class this year. The main goal is to establish good typing habits. Students also learn and apply skills needed in Microsoft Word to create and type documents. The habits that students are expected to practice include: **positive attitude, on-task work without disturbing others, correct hand position on home-row, accurate finger strokes to assigned keys, eyes "up" on the screen (not on their hands), and keeping track of their progress.**

Although typing practice is not assigned as homework, your student may choose to practice at home by accessing the Typing Pal program online with his/her username and password. The link can be accessed from the TCA website - either under their grade level BLOG, or the advanced math/computer button. Please review the tables below so that you will understand what is expected of your student each semester.

"Classroom Habits"	Rarely	Sometimes	Usually	Consistently
Grade Interpretation	<i>3 or more formal observations of poor habits</i>	<i>2 formal observations of poor habits</i>	<i>1 formal observation of poor habits</i>	<i>No observation of poor habits</i>

Pacing GOALS	Semester I <i>95% accurate @ 12 words per minute</i>		Semester II <i>95% accurate @ 12 words per minute</i>	
Typing Pal exercises	Step 1 – j f d k s l a ; Step 2 – e i r u	Step 3 – A S D F E R J K	Step 4 – L U I G g H h : Step 5 – T t Y y X x Z z	Step 6 – C c V v M m W w Step 7 – O o B b N n Q q P p

Thank you. Feel free to contact me if you have any questions.
Mr. Winter

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THE CLASSICAL ACADEMY • Central Elementary

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