

Dear Parents of 6th 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.

This year your child will receive **2 grades** in computer class. One is based on their "**classroom habits**," (see 5th grade expectations) and the other on their performance level, ie "**active engagement**". The main goal of 6th grade computer class is to increase their speed and accuracy as they type by touch using a program called Typing Pal. They will be expected to keep up with their lessons according to the pacing chart below. Students also learn and apply skills needed in Microsoft Word to create and type documents.

Although typing practice is not assigned as homework, if your student falls behind, they should 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.

1.) "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>

2.) "Active Engagement"	Rarely	Sometimes	Usually	Consistently
Grade Interpretation	<i>1 or no lessons completed</i>	<i>2 of 4 lessons completed at semester requirement</i>	<i>3 of 4 lessons completed at semester requirement</i>	<i>All 4 lessons completed at semester requirement</i>

Basic Requirements	Semester I <i>95% accurate @ 15 words per minute</i>		Semester II <i>95% accurate @ 18 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 Step 8 (@ 12 wpm) – 0-9 and symbols
Microsoft Office Word Files	<i>Lessons 1, 2</i>	<i>Lessons 3, 4</i>	<i>Lessons 5, 6</i>	<i>Lessons 7, 8</i>

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

Matthew Winter

Intermediate Math & Keyboarding Teacher

mwinter@tcatitans.org

P: (719) 265-9766 x5144

www.tcatitans.org

THE CLASSICAL ACADEMY • Central Elementary

1655 Springcrest Road, Colorado Springs, CO 80920