



Dear Parents,

I am so glad to be teaching your children computer skills this year. Computer classes will begin in 3<sup>rd</sup> grade and go through 6<sup>th</sup> grade.

We will start by looking at technology and it's use. We will explore multiple uses; such as keyboarding, Power Point presentations, as well as basic Word documents.

Keyboarding is our first and most important building block. Our goals by grade are as follows:

1. Students keyboard using home row, correct fingering, and ergonomic position.
2. Improve speed and accuracy •  
3rd grade at least 85% accuracy, and 15 WPM  
4th grade at least 90% accuracy and 20 WPM  
5th grade at least 90% accuracy and 25 WPM  
6th grade at least 95% accuracy and 30 WPM

I will only have your child twice a week, so I encourage you to have them practice at home. Keyboarding requires practice, practice, and more practice. You can do this a couple of different ways:

1: You can give them a document to practice from; such as a poem, a quote, a scripture, or a passage from a classic book they are reading. You may set a timer for one min. to see how many words they are typing.

2: This web link, (<https://edtechideas.com/keyboarding-sites-for-kids/>) is one you might consider. It offers a few different choices. Please check out the sites first and make sure they are suitable for your child before bookmarking the site for your child to use. Make sure that they are practicing where you can see them and check on their progress.

Classroom conduct rules will apply, and their conduct choices will be reflected in their weekly class conduct grade.

I look forward to a great year and spending time with your children each week!

Blessings,

Cheryl Ogle  
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