

KEYBOARDING
GRADES 9-12
(1 Semester - No Prerequisites)

COURSE OVERVIEW:

Keyboarding provides an introduction to the use of computers and word-processing features. Students will learn to touch type and prepare basic typewritten documents. Documents such as letters, reports, and tables will be taught, along with formatting techniques. Students will build typing speed and master the techniques of wordprocessing by using Microsoft WORKS for Windows designed specifically for that purpose.
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UNITS OF INSTRUCTION:

- UNIT I - Mastering the Works Software
- UNIT II - Keyboard and Basic Formatting
- UNIT III - Typing Correspondence
- UNIT IV - Typing Reports
- UNIT V - Typing Tables

STUDENT OUTCOMES:

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| <ol style="list-style-type: none">1. Students will learn correct touch typing technique.2. Students will build typing speed through drill and practice.3. Students will become acquainted with the time-saving features of word processing software. Students will develop a working vocabulary of word processing and computer terms.4. Students will become familiar with proper formats and styles of various type written documents.5. Students will develop excellent proofreading and error recognition skills.6. |
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MAJOR LEARNING EXPERIENCES TO ACHIEVE OUTCOMES:

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| <ol style="list-style-type: none">1. Make necessary efforts to master touch-typing techniques.2. Use time to practice daily, in order to build speed.3. Keep an organized folder of completed assignments.4. Be thorough and attentive to detail when formatting and proofreading documents. |
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ADOPTED TEXT OR PRINCIPAL MATERIALS USED:

Robinson, Hoggatt, Shank, Ownby, Beaumont. *Applied Keyboarding*. Southwestern Publishing, 1994. (adopted 1994)
Micropace Skillbuilding Software. Southwestern Publishing.
Microsoft WORKS for Windows.

(04/25/00)