

Course Title: Keyboarding

Grade Level: 9-12

Prerequisite: None

Description: The purpose of the keyboarding class is to teach the "touch" keyboarding skills so that the student will develop the ability to properly format documents for personal use. The student will be able to transfer this knowledge and skill to real life situations; i.e., the composing of his/her own resume, application letter, and research papers.

1 st SIX WEEKS	2 nd SIX WEEKS	3 rd SIX WEEKS
<p>Apply the proper keyboarding technique to input data when using the computer keyboard.</p> <ul style="list-style-type: none">• Demonstrate correct keyboarding posture.• Use correct hand and arm position.• Apply touch-keyboarding skills.• Develop the correct touch-system techniques for operating alphabetic keys.• Develop the correct touch system techniques for operating the ten-key numeric pad.• Integrate the correct use of the command and function keys.• Detect and correct errors in documents.• Demonstrate proper care and operation of equipment used.	<p>Apply correct technique for the touch-system of operating the keyboard to develop speed and accuracy.</p> <ul style="list-style-type: none">• Develop the correct touch-system techniques for operating numeric and symbol keys.• Develop improvement in speed and accuracy.• Integrate the ability to proofread with document formatting.• Use the backspace key to correct errors.• Combine speed and accuracy in production of documents.• Combine the mastery of basic grammar, including use of punctuation marks and capitalization with formatting documents.• Compose at the keyboard	<p>Integrate the ability to format and print documents; such as, personal and business letters, short reports, outlines, and compositions, with speed and accuracy.</p> <ul style="list-style-type: none">• Produce mailable documents from printed, rough-draft, statistical, handwritten, and unarranged material.• Be able to point out the parts of a personal and business letter.• Be able to prepare personal and business letters and envelopes.• Be able to construct all pages of a report, including a reference/bibliography page.• Be able to organize an outline.• Combine the knowledge of basic grammar, including use of punctuation marks, keying of numbers and symbols, and capitalization when composing.