

SYLLABUS

COURSE:	Keyboarding
INSTRUCTOR:	Mr. Larry Numerich
TEXTBOOK:	Century 21 Computer Keyboarding 8 th Ed.
PROGRAMS:	MicroType Pro Word 2000

COURSE PURPOSE:

Keyboarding teaches the student how to use a computer keyboard properly using the touch method. This skill will be developed and applied to formatting documents useful in the personal life of a student/citizen. It will be useful in future educational experiences, in personal life, and provides the foundation skill for the profession many students choose.

COURSE OUTCOMES:

Upon successful completion of this class, students will have:

1. Learned the alphabetic keyboard, numbers and symbols using the touch method
2. Learned the numeric keypad using the touch method
3. Developed proper keyboarding techniques
4. Learned to operate correctly all classroom equipment
5. Learned the functions that can be accomplished with the classroom computer programs
6. Learned to organize class information neatly in a personal notebook for references when completing assignments
7. Developed the skill to follow directions and make good classroom decisions
8. Developed the ability to use class time wisely
9. Developed good Christian work habits and ethics that will positively impact future personal and professional life
10. Developed the highest speed possible with accuracy
11. Developed a proofreading skills the ability to recognize and correct errors
12. Received basic language arts skill, i.e., capitalization and number expression rules
13. Learned to format documents that are useful in personal life of a student/citizen; i.e., personal business letters, envelopes, tables, and academic reports
14. Received an introduction to formatting a business-related context, i.e., memos and business letters

COURSE GOAL:

The student who has successfully completed Keyboarding will have attained the most basic of all computer skills—the ability to use a computer keyboard correctly and efficiently. This skill can then be applied to formatting documents useful in personal and professional life.

COURSE OUTLINE:

Unit One: Introduction to the computer

- learn basic computer terminology necessary for mastering the keyboard and operating the program
- locate the parts necessary to operate the computer and run the program
- learn proper care of the computer, printers, and textbooks
- learn guidelines regarding classroom management

Number of days: 1

S.O.6

D.O. 2.1, 2.3, 3.5

W.S.S.A4.10, B4.1, 4.2

Unit Two: Alphabetic Keyboard

- learn the correct reach for the alphabetic keys using the touch method
- apply the proper technique while practicing the reaches on the alphabetic keys

Textbook: pages 244-278; 21-28

MicroType Pro

Number of days: 24

S.O. 4, 6

D.O. 2.1, 2.3, 3.5, 5.3

W.S.S. A4.10, B4.2, 8.5, JBS.4, JBS.3, J.4.5, J.4.6

Unit Three: Number Key Row

- learn the correct reach for the number keys on the alphabetic keyboard using the touch method
- apply the proper technique while practicing the reaches on the number keys

Textbook: pages 29-32

MicroType Pro

Number of days: 6

S.O.4, 6

D.O. 2.1, 2.3, 3.5, 5.3

W.S.S. A4.10, B4.2, 8.5, JBS.3, J.4.5, J.4.6

Unit Four: Symbol Keys

- learn the correct reach for the symbol keys using the touch method
- apply the proper technique while practicing the reaches on the symbol keys

Textbook: pages 40-44

Number of days: 6

S.O.4, 6

D.O. 2.1, 2.3, 3.5, 5.3

W.S.S. A4.10, B.4.2, 8.5, JBS.3, J.4.5, J.4.6

Unit Five: Numeric Keypad

- learn the correct reach for the numbers on the numeric keypad

- apply the proper technique while practicing the reaches on the numeric keypad

Number of days: 10

Source: MicroTypePro; handouts

S.O. 4, 6

D.O. 2.1, 2.3, 3.5, 4, 5.3, 7

W.S.S. A.4.10, B.4.2, B.8.5, B. 8.10, B. 12.3, JBS. 3, J.4.5, J.4L6

Unit Six: Formatting Memos

- learn to format a memo in block style which can be used in personal, professional and business communication

Textbook: pages 45-61

Number of days: 6

S.O. 6

D.O. 3.5, 4, 5.3, 7

W.S.S. A.4.4, A.4.10, B.4.2, B.8.2, B.8.3, B.8.9, B.8.10, JBS.3, J. 4.5, J.4.6

Unit Seven: Formatting Personal Business Letters and Envelopes

- learn the definition of a personal business letter and when a personal business letter is used
- learn the parts of a personal business letter
- learn to format a personal business letter in block style with open punctuation
- learn to format an envelope
- learn the correct way to fold a letter to be inserted into a small and large envelope

Textbook: pages 77-85

Number of days: 5

S.O. 6

D.O. 3.5, 4, 5.3, 7

W.S.S. A. 4.4, A.4.10, B.4.2, B.8.2, B.8.3, B.8.9, B.8.10, JBS.3, J.4.5, J.4.6

Unit Eight: Formatting Business Letters

- learn the difference between a personal business letter and a business letter and when a business letter would be used
- Learn the parts of a business letter
- learn to format a business letter in block style with open punctuation

Textbook: pages 176-187

Number of days: 5

S.O.6

D.O. 3.5, 4, 5.3, 7

W.S.S. B.8.10, J.4.2-J.4.6, A.4.4, A.4.10, B.4.2, B.8.2, B.8.3, B.8.9, JBS.3, JBS.4

Unit Nine: Formatting Academic Reports

- learn to format a one-page and multi-page academic report
- learn to format side headings in an academic report
- learn to format listed items in an academic report

- learn to format footnotes in an academic report
- learn to format endnotes in an academic report
- learn to format a title page for an academic report
- learn to format a works cited page for an academic report

Textbook: pages 68-72; 156-166

Number of days: 10

S.O. 6

D.O. 3.5, 4, 5.3, 7

W.S.S. A.4.4, A.4.10, B.4.2, B.8.2, B. 8.3, B.8.9, B.8.10, JBS.3, J.4.5, J.4.6

INSTRUCTIONAL STRATEGIES:

Lecture and overhead presentations-5%

Drill work and practice problems- 45%

Production work and testing-40%

Timed writings-10%

Grading:

First Quarter- 1/3 Technique
 1/3 Notebook
 1/3 Class work

Second Quarter- 20% Notebook
 20% Timed Writings
 60% Daily Work Assignments

Semester Grade- 30% Culminating Activity
 20% Quarter 1 Grade
 50% Quarter 2 Grade

APPENDIX

Course: Keyboarding

Instructor: Mr. Larry Numerich

Unit One

- 2.1 Recognize and adjust to change in technology
- 2.2 Implement new ideas
- 3.5 Listen carefully and are able to follow directions

Unit Two

- 2.1 Recognize and adjust to change in technology

- 2.2 Implement new ideas
- 3.5 Listen carefully and are able to follow directions
- 5.3 Show consideration and kindness to others

Unit Three

- 2.1 Recognize and adjust to change in technology
- 2.3 Implement new ideas
- 3.5 Listen carefully and are able to follow directions
- 5.3 Show consideration and kindness to others

Unit Four

- 2.1 Recognize and adjust to change in technology
- 2.2 Implement new ideas
- 3.5 Listen carefully and are able to follow directions
- 5.3 Show consideration and kindness to others

Unit Five

- 2.1 Recognize and adjust to change in technology
- 2.2 Implement new ideas
- 3.5 Listen carefully and are able to follow directions
- 4.1 Analyze situations
- 4.2 Recognize options
- 4.3 Recommend solutions
- 5.3 Show consideration and kindness to others
- 7.1 Recognize quality work
- 7.2 Demonstrate quality work
- 7.3 Possess positive work attitudes

Unit Six

- 3.5 Listen carefully and are able to follow directions
- 4.1 Analyze situations
- 4.2 Recognize options
- 4.3 Recommend solutions
- 5.3 Show consideration and kindness to others
- 7.1 Recognize quality work
- 7.2 Demonstrate quality work
- 7.3 Possess positive work attitudes

Unit Eight

- 3.5 Listen carefully and are able to follow directions
- 4.1 Analyze situations

- 4.2 Recognize options
- 4.3 Recommend solutions
- 5.3 Show consideration and kindness to others
- 7.1 Recognize quality work
- 7.2 Demonstrate quality work
- 7.3 Possess positive work attitudes

Unit Nine

- 3.5 Listen carefully and are able to follow directions
- 4.1 Analyze situations
- 4.2 Recognize options
- 4.3 Recommend solutions
- 5.3 Show consideration and kindness to others
- 7.1 Recognize quality work
- 7.2 Demonstrate quality work
- 7.3 Possess positive work attitudes

Unit Ten

- 3.5 Listen carefully and are able to follow directions
- 4.1 Analyze situations
- 4.2 Recognize options
- 4.3 Recommend solutions
- 5.3 Show consideration and kindness to others
- 7.1 Recognize quality work
- 7.2 Demonstrate quality work
- 7.3 Possess positive work attitudes

Wisconsin State Standards

Unit One

- A.4.10 Follow oral directions
- B.4.1 Identify hardware components
- B.4.2 Open and close a program

Unit Two

- A.4.10 Follow oral directions
- B.4.2 Open and close a program
- B.8.5 Demonstrate touch keyboarding skills at acceptable speed and accuracy levels
- J.4.5 Demonstrate good manners
- J.4.6 Respect the rights and feelings of others
- JBS.3 Demonstrate acceptance of different cultural beliefs and practices

JBS.4 Demonstrate successful listening techniques

Unit Three

A.4.10 Follow oral directions

B.4.2 Open and close a program

B.8.5 Demonstrate touch keyboarding skills at acceptable speed and accuracy levels

j.4.5 Demonstrate good manners

j.4.6 Respect the rights and feelings of others

JBS.3 Demonstrate an acceptance of different cultural beliefs and practices

JBS.4 Demonstrate successful listening techniques

Unit Four

A.4.10 Follow oral directions

B.4.2 Open and close a program

B.8.5 Demonstrate touch keyboarding skills at acceptable speed and accuracy levels

J.4.5 Demonstrate good manners

J.4.6 Respect the rights and feelings of others

JBS.3 Demonstrate and acceptance of different cultural beliefs and practices

JBS.4 Demonstrate successful listening techniques

Unit Five

A.4.10 Follow oral directions

B.4.2 Open and close a program

B.8.5 Demonstrate touch keyboarding skills at acceptable speed and accuracy levels

B.12.3 Enter and manipulate data using the touch method on a ten-key pad

J.4.5 Demonstrate good manners

J.4.6 Respect the rights and feelings of others

JBS.3 Demonstrate an acceptance of different cultural beliefs and practices

JBS.4 Demonstrate successful listening techniques

Unit Six

A.4.4 Take simple notes

A.4.10 Follow oral directions

B.4.2 Open and close a program

B.8.2 Have a basic understanding of file management

B.8.3 Use a medium to store, retrieve, and backup information

B.8.9 Proofread and edit documents

B.8.10. Demonstrate the use of print functions

J.4.5 Demonstrate good manners

J.4.6 Respect the rights and feelings of others

JBS.3 Demonstrate an acceptance of different cultural beliefs and practices

JBS.4 Demonstrate successful listening techniques

Unit Seven

- A.4.4 Take simple notes
- A.4.10 Follow oral directions
- B.4.2 Open and close a program
- B.8.2 Have a basic understanding of file management
- B.8.3 Use a medium t store, retrieve, and backup information
- B.8.9 Proofread and edit documents
- B.8.10. Demonstrate the use of print functions
- J.4.5 Demonstrate good manners
- J.4.6 Respect the rights and feelings of others
- JBS.3 Demonstrate an acceptance of different cultural beliefs and practices
- JBS.4 Demonstrate successful listening techniques

Unit Eight

- A.4.4 Take simple notes
- A.4.10 Follow oral directions
- B.4.2 Open and close a program
- B.8.2 Have a basic understanding of file management
- B.8.3 Use a medium t store, retrieve, and backup information
- B.8.9 Proofread and edit documents
- B.8.10. Demonstrate the use of print functions
- J.4.5 Demonstrate good manners
- J.4.6 Respect the rights and feelings of others
- JBS.3 Demonstrate an acceptance of different cultural beliefs and practices
- JBS.4 Demonstrate successful listening techniques

Unit Nine

- A.4.4 Take simple notes
- A.4.10 Follow oral directions
- B.4.2 Open and close a program
- B.8.2 Have a basic understanding of file management
- B.8.3 Use a medium t store, retrieve, and backup information
- B.8.9 Proofread and edit documents
- B.8.10.07 Demonstrate the use of print functions
- J.4.5 Demonstrate good manners
- J.4.6 Respect the rights and feelings of others
- JBS.3 Demonstrate an acceptance of different cultural beliefs and practices
- JBS.4 Demonstrate successful listening techniques

Unit Ten

- A.4.4 Take simple notes

A.4.10 Follow oral directions

B.4.2 Open and close a program

B.8.2 Have a basic understanding of file management

B.8.3 Use a medium to store, retrieve, and backup information

B.8.9 Proofread and edit documents

B.8.10.07 Demonstrate the use of print functions

J.4.5 Demonstrate good manners

J.4.6 Respect the rights and feelings of others

JBS.3 Demonstrate an acceptance of different cultural beliefs and practices

JBS.4 Demonstrate successful listening techniques