

Keyboarding 7-8

Course Syllabus



Supervising Teacher

Name: Terri Meyer
Email: terrimeyer@idahoidea.org
Phone: 431-8262

Course Description:

This is a beginning one-semester class. Students learn proper computer keyboarding technique including hand and body position, key strokes, touch-control and posture. Speed and accuracy skill development is integral to the course with the course outcome goal of 35 wpm at 100% accuracy (a very achievable goal). Introductory Windows, MS Word and other software skills are introduced. Keyboarding is a necessary skill in education and beyond today. By meeting these standards, students can achieve the keyboarding skills they need to help them be successful in their other classes and help start a foundation for a strong technological background.

Recommended Textbook Options:

- 1) Supervising Teacher Top Pick = *Gregg College Keyboarding & Document Processing, Ober, Lessons 1-60*
 - Use this curriculum if you plan to sign your student up for the Keyboarding Applications course after the keyboarding course. This curriculum can be used for both of these classes.
 - Keyboarding covers Lessons 1-25 of this textbook. Lessons 26-60 are for Keyboarding Applications.
 - Need all four items listed under this curriculum in the IDEA catalog including 1) the textbook, 2) the software, 3) the Word Manual, 4) the book easel (can buy a bookstand elsewhere if desired).
- 2) Supervising Teacher 2nd Pick = *Glencoe Keyboarding Connections Projects and Applications*
 - Use this curriculum if you plan to sign your student up for the Intro to Computer Technology course after the keyboarding course. This curriculum can be used for both of these classes.
 - Teacher's Edition contains detailed daily pacing guide for parent educators and students to follow.
 - Includes proofreading, language usage, math, science, and social studies activities.
 - Need student edition, teacher edition, and student multimedia CD (Product ID 0000054109).
 - Excellent cross curricular activities and portfolio projects
- 3) Supervising Teacher 3rd Pick = *South-Western, MicroType 4*
 - Excellent curriculum, but can only be used for keyboarding. Cannot be used for any courses beyond keyboarding.
 - Includes Word Processor
 - Includes Distance Learning Feature, so student progress can be monitored by supervising teacher or parent educator from secure web site.

- Excellent at individualizing lessons for each student.*
- Printable worksheets showing what student completes each day including best and average speed and accuracy.*
- Students earn opportunity to play applicable game at the end of each lesson.*
- Basic program doesn't include textbook, so all exercises are completed with student looking at the computer screen, so each keyboarding time frame should be limited to approx 30 minutes to prevent overexposure to staring at the computer screen. There is an option to purchase a textbook to go with the software and complete supplemental exercises from the textbook.*
- Can download tour and demo at www.microtype.swlearning.com.*

4) *Supervising Teacher 4th Pick = Mavis Beacon Teaches typing software.*

- Can be used for keyboarding class only. Cannot be used for any classes beyond keyboarding.*
- Does not include textbook or language usage exercises like Gregg Keyboarding or Glencoe Keyboarding Connections. Students have to look at the computer screen to complete the exercises, so this curriculum should only be used if you plan to have the student work on the class for approximately ½ hour per day due to extended periods of looking at the computer screen.*

Required Software, etc.:

- 1) *Students need access to the Microsoft Word or other word processing software program.*
- 2) *Students need an ergonomic work environment where they can use proper keyboarding technique for the class.*
- 3) *Students need a specified location for saving their work such as a specified folder on the computer, a memory key, or other storage device where work can be safely stored.*

Suggested Enrichment Activities:

Below are some good enrichment activities for the student to complete on a monthly basis for the course. These may be submitted to the supervising teacher to grade or be graded by the parent educator.

- 1) **Typist Report**
 - Research the fastest typist in the world and compose a one-page (double-spaced) report on your findings. Need at least two different sources. Do not copy and paste. 1) Compose on the computer, 2) spell check and proofread, 3) print, 4) proofread again, 5) get feedback from home educator, 6) make changes for final draft. Make sure to cite your sources in the report.
- 2) **Keyboarding in Industry Report**
 - Research the use of keyboarding in an industry of choice such as business, health care, construction, etc. Write a one-page report of your findings. Same specifications as previous enrichment activity report. Extra credit for one source being an interview with somebody from your chosen field of work.
- 3) **Ergonomics PowerPoint presentation**
 - Research the term ergonomics and create a PowerPoint presentation on it. Need at least two different sources. You still need to cite all sources.

4) Business e-mail Message

- Compose and keyboard a properly formatted e-mail message to a business professional for one of the following purposes: asking a question about a service or product, requesting information about a service or product, thanking them for a service or product, proposing something to them, or complaining about a service or product. Other purposes may be accepted with pre-approval.

Pacing Guide

1 st month (4-5 weeks)	All alphabetic keys on the keyboard introduced. Proper keyboarding technique.
2 nd month (4-5 weeks)	All number keys introduced. Continued practice on speed and accuracy. Utilize proper keyboarding to keyboard lessons/assignments in other classes.
3 rd month (4-5 weeks)	All symbol keys introduced. Continued practice on speed and accuracy. PowerPoint introduced.
4 th month (4-5 weeks)	Word processing commands and features introduced. Formatting e-mail messages introduced. Language arts integrated into keyboarding lessons.

In order to fulfill this pacing requirement, the recommended curriculum has been broken down by chapter. Covering the chapters in the order listed will insure that all topics on the final exam will be covered during the appropriate semester.

Gregg College Keyboarding & Document Processing

Month 1	Intro Pages (xi and xii) and Lessons 1-10
Month 2	Lessons 11-15. Enrichment Activity #1 and/or #2 (above).
Month 3	Lessons 16-20, introduce PowerPoint. Enrichment Activity #3 (above).
Month 4	Lessons 21-25 including same lessons in the Word Manual. Enrichment Activity #4 (above).

Glencoe Keyboarding Connections

Month 1	Unit 1 Keyboarding
Month 2	Unit 2 Keyboarding Skills, Unit 3 Computer Basics. Continue work on speed & accuracy including charting results for 10-20 minutes per day.
Month 3	Unit 4 Word Processing Sections 4.1-6.1, Enrichment Activity #1 and/or #2 (above). Unit 6 Presentations Sections 9.1-9.4. Enrichment Activity #3 (above). Continue work on speed & accuracy including charting results for 10-20 minutes per day.
Month 4	Unit 6 Presentations Review, Apply, Enrich & Portfolio Sections. Unit 4 Word Processing Sections 6.2-6.6 and and Review, Apply,

	Enrich & Portfolio Sections. Enrichment Activity #4. Continue work on speed & accuracy including charting results for 10-20 minutes per day.
--	--

MicroType 4

Month 1	Watch all MicroType 4 Movies—one per day (approx 1 min each). Alphabetic Keyboarding Lessons 1-20
Month 2	Do one MicroType 4 timed writing per week in addition to the daily lesson. Print and chart results. Numeric Keyboarding Lessons 1-16. Enrichment Activity #1 and/or #2 (above).
Month 3	Keyboarding Skillbuilder Lessons 1-15, introduce PowerPoint. Enrichment Activity #3 (above).
Month 4	Keyboarding Skillbuilder Lessons 16-25, Numeric Keypad Lessons 1-6, Beginning word processing and e-mail skills introduced. Enrichment Activity #4.

Mavis Beacon Teaches Typing

This software doesn't include a list of lessons as they are individualized to the student. Follow the curriculum making sure to meet the Pacing Guide above.

I-DEA Student Honor Code:

With any form of valid proof of dishonesty with regard to student work or testing, the instructor may elect from a range of actions. Academic dishonesty could lead to a zero grade for the assignment or even failure for the entire course following consultation between the instructor, Secondary Supervisor, and Director.

All students must adhere to the **Honor Code:**

“On my honor, I will maintain the highest possible standards of honesty, integrity and personal responsibility. This means I will not lie, cheat or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.”

Keyboarding Standards

Standard 1—Demonstrate Knowledge of Keyboarding

Objectives:

- 1.01 Utilize proper keyboarding technique.
- 1.02 Enter and manipulate numeric data using the touch method on a 10-key keypad.

- 1.03 Identify, compare, and explain features of various keyboards.
- 1.04 Develop touch keyboarding skills at a minimum 25 wpm with 90% accuracy on a 3-minute timed writing.

Standard 2—Demonstrate Knowledge of Word Processing Applications

Objectives:

- 2.01 Explain the purposes, functions, and common features of word processing software.
- 2.02 Explain the meaning of common word processing terminology.
- 2.03 Use word processing software to demonstrate file functions including creating, modifying, storing, retrieving, and printing documents.
- 2.04 Demonstrate editing functions including cutting and pasting.
- 2.05 Identify the parts of a typical word processing screen.