

Keyboarding Applications

Course Syllabus



Supervising Teacher

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Course Description:

Prerequisite: Keyboarding (passed w/C or better) or Teacher Approval

In this course, students build on the skills learned in keyboarding. They will learn to apply their keyboarding skills to format, compose and produce business and personal documents such as letters, memorandums, business and educational reports. Students will complete a job-search unit in which they research jobs using the electronic Career Information System (e-CIS), then create a cover letter and resume for a job and learn about interviewing skills for a job. Students will learn the MS Word program thoroughly including desktop publishing skills. Speed, accuracy, and technique will continue to be emphasized and practiced. Students need access to the MS Word software program.

Recommended Textbook Options:

- 1) Top Pick = *Gregg College Keyboarding & Document Processing, Lessons 1-60 Text, 10th Edition*

I-DEA TOP PICK

--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 purchase a different book holder if desired).

Required Software, etc:

- 1) *Students need access to a word processing software program such as Microsoft Word, Microsoft Works, or Open Office (free online download). The Gregg curriculum is specifically for Microsoft Office, but can be adapted to work with other word processors.*
- 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.*

End of Course Assessment Options:

Option 1: End of Course Final Exam Plus Standards-based Portfolio

The final exam for this course will:

- Be proctored at an agreed upon educational location by a contact teacher or other IDEA certified staff.
- Include a 5-minute timing measuring keyboarding speed and accuracy.
- Include a closed books/notes objective portion made up of true/false, multiple choice, and short-answer type of questions. This portion is approximately 25% of the final exam grade.
- Include a production portion in which the students display their ability to utilize the MS Word word processing program to keyboard and properly format documents learned in the class.

For students who choose Option 1, you may look at the assignments listed under Option 2 and complete some or all of them in approximately the same time frame as enrichment activities and possible portfolio entries for this class.

Option 2: Graded Anchor Assignment Portfolio

The student will complete monthly timings and anchor assignments to be submitted and graded by the supervising teacher. More specific guidelines and grading rubrics will be provided for each anchor assignment after students are registered for the course. These anchor assignments include:

- 1) First Anchor Assignment
 - a. 5-minute timing covering all alphabetic keyboard keys.
 - b. Chart showing weekly progress and practice in speed and accuracy.
 - c. Properly formatted and composed report (not a report out of the book). Possibly a report for another class. Utilize the MS Word commands learned in the Word Manual.
- 2) 2nd Anchor Assignment
 - a. 5-minute timing covering all alphabetic keyboard keys.
 - b. Chart showing weekly progress and practice in speed and accuracy.
 - c. Submit a properly composed and formatted business letter in block style which includes a table to a business of choice.
 - d. A properly formatted interoffice memorandum.
- 3) 3rd Anchor Assignment
 - a. 5-minute timing covering all alphabetic keyboard keys.
 - b. Chart showing weekly progress and practice in speed and accuracy.
 - c. Submit a properly formatted and composed research report in APA or MLA style which includes proper preliminary and ending pages. This is not a report out of the book, but one the student researches and creates. It can be a report used for another class. Must include at least three different sources and source types. For example, one book, one Internet source, and one magazine.
- 4) 4th Anchor Assignment
 - a. 5-minute timing covering all alphabetic keyboard keys.
 - b. Chart showing weekly progress and practice in speed and accuracy.
 - c. Students actual (not made up information) resume, cover letter, and thank you letter for job related to the career of their choice based on their career research.

Course Evaluation:

60% of the grade for this course will be based on daily work/assignments and be determined by the Home Educator in conjunction with the Contact Teacher.

The remaining 40% will be determined from the anchor assignments or final exam and keyboarding speed and accuracy which are graded by the supervising teacher.

The supervising teacher will provide the parent educator with tools helpful for determining the 60% home portion of the grade if desired.

Pacing Guide

1 st month (4-5 weeks)	Learn proper formatting for e-mail messages, learn basic formatting for a simple educational report. Learn proofreading marks. Practice speed & accuracy for approximately 15-30 minutes per day.
2 nd month (4-5 weeks)	Learn to properly format and compose the following documents: 1) several styles of tables with and without borders and shading, 2) a letter in business block style, 3) an interoffice memorandum, and 4) mailing labels. Continue to practice speed & accuracy for approximately 15-30 minutes per day.
3 rd month (4-5 weeks)	Learn to properly format 1) academic reports with footnotes and in APA and MLA style with different binding styles, 2) report preliminary pages such as title page and table of contents, 3) report ending pages such as bibliography or notes pages. Continue to practice speed & accuracy for approximately 15-30 minutes per day.
4 th month (4-5 weeks)	Complete job search unit in which student researches different careers, then creates a resume, cover letter, and thank you letter for a job related to their career of choice. Do real-life simulation activities in which student is asked to complete jobs an employee may be asked to complete for a business.

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	Lessons 21-30
Month 2	Lessons 31-40
Month 3	Lessons 41-50
Month 4	Employment Documents. Lessons 51-55 or supplemental material. Choose two in-basket reviews to do at the end of the book (Lessons 56-60). These are simulations of real-life activities an employee may be asked to do in the represented fields.

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 Applications Standards

Standard 1—Demonstrate Skill in Speed and Accuracy

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 Develop and demonstrate keyboarding at a minimum speed of 35 wpm with 90% accuracy on a 5-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 Sequence and define steps of an information processing cycle.
- 2.04 Use word processing software to demonstrate file functions including creating, modifying, storing, retrieving, printing, and merging documents.
- 2.05 Demonstrate editing functions including cutting, pasting, and importing/exporting text and graphics.
- 2.06 Apply layout and insert functions including tabs, margins, hanging indents, columns, headers/footers, and tables.
- 2.07 Apply formatting functions including fonts, sizes, styles, and positioning.
- 2.08 Apply word processing functions including spell checking, thesaurus, grammar checking, and the help functions of the software.
- 2.09 Proofread and edit documents for accuracy and content, and for correct grammar, spelling, and punctuation.
- 2.10 Input, edit, store, and output letters and reports.
- 2.11 Use an office operations manual.
- 2.12 Utilize desktop publishing features of word processing software to integrate graphics, text boxes and drawing tools to create business publications such as letterhead, business cards, flyers, posters, 3-fold brochures.
- 2.13 Utilize word processing software to create an appropriately formatted web page.

Standard 3—Properly Format Business, Educational, and Personal Documents

Objectives:

- 3.01 Create properly formatted personal and business letters in block and modified block styles.
- 3.02 Create properly formatted interoffice memorandums in simplified and formal styles.

- 3.03 Create properly formatted educational reports including book reports and research reports utilizing different styles such as APA, MLA, parenthetical references, and footnotes.
- 3.04 Create properly formatted business reports.
- 3.05 Create properly formatted title pages, Table of Contents, and notes pages for reports.
- 3.06 Properly format tables within documents as well as on a page by themselves.
- 3.07 Properly format job-search documents including cover letter, resume, thank-you letter.

Standard 4—Demonstrate Knowledge of Business, Educational & Personal Document Content

Objectives:

- 4.01 Compose business letters including appropriate content for information, persuasion, bad news, and searching for a job.
- 4.02 Compose a research report.
- 4.03 Compose a book report.
- 4.04 Compose a personal cover letter.
- 4.05 Compose a personal resume.

Standard 5—Utilize Proofreading & Editing Techniques

Objectives:

- 5.01 Utilize proof-reading marks to proofread documents.
- 5.02 Demonstrate ability to proofread & edit all errors in a document.
- 5.03 Reconstruct a document that has been proof-read/edited.