

# Keyboarding

## Course Syllabus



### Supervising Teacher

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### 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, 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 get a different book holder if desired).

- 2) Supervising Teacher 2<sup>nd</sup> Pick = *MicroType 4 Windows Individual Home Advantage CD-ROM-User*

*Guide Package 3rd Edition I-DEA TOP PICK*

-Highly recommend the Gregg Keyboarding for high school students, but this program is acceptable. It doesn't include the Language Usage or Word Processing lessons included with the Gregg program.

-This cannot be used for Keyboarding Applications (Keyboarding class only)

- 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](http://www.microtype.swlearning.com).*

### **Software & Other Requirements:**

- 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 35% of the final exam grade.
- Include a timed production portion in which the students display their ability to utilize the MS Word word processing program to keyboard and properly format a document learned in the class.

For students who choose Option 1, you will want to 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 Assignments***

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) Typist Report
  - a. 5-minute timing covering all alphabetic keyboard keys.
  - b. 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
  - a. 5-minute timing covering all alphabetic keyboard keys.
  - b. Chart showing progress and practice in speed and accuracy.

- c. 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 anchor assignment report. Extra credit for one source being an interview with somebody from your chosen field of work.
- 3) Ergonomics PowerPoint presentation
- a. 5-minute timing covering all alphabetic keyboard keys.
  - b. Chart showing progress and practice in speed and accuracy.
  - c. 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
- a. 5-minute timing covering all alphabetic keyboard keys.
  - b. Chart showing progress and practice in speed and accuracy.
  - c. 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.

**Course Evaluation:**

*60% of the grade for this course will be based on daily work/assignments and be determined by the parent educator.*

*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 <sup>st</sup> month (4-5 weeks)	All alphabetic keys on the keyboard introduced. Proper keyboarding technique.
2 <sup>nd</sup> 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 <sup>rd</sup> month (4-5 weeks)	All symbol keys introduced. Continued practice on speed and accuracy. PowerPoint introduced.
4 <sup>th</sup> 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

Month 3	Lessons 16-20
Month 4	Lessons 21-25 including same lessons in the Word Manual.

### *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.

### **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.