

MACOPIN SCHOOL

RELATED ARTS

SYLLABUS

I. COURSE TITLE:

Keyboarding - Grade 7

II. TEXTBOOK:

Basic Keyboarding and Formatting. 2nd ed. Robinson, Beaumont, Crawford, Erickson, and Ownby. South-Western Publishing Co., 1989.

III. COURSE DESCRIPTION:

This is an introductory course designed to acquaint students with touch typing/keyboarding skills--a skill vital in this day of computer technology and vast information networks which can be accessed only through a keyboard and mouse. Students will learn and develop touch typing techniques using the computer and will gain rudimentary knowledge of the manipulative and functional parts of both the computer and network printers. As time permits, emphasis will be placed on the formatting and processing of documents, both personal and business, in order to serve as a liaison for the acquisition of work-based competencies.

IV. COURSE OBJECTIVES:

Upon completion of this course, students will be able to:

- A. Demonstrate correct keyboarding posture and finger position technique.
- B. Use touch method keyboarding technique accurately and efficiently.
- C. Demonstrate mastery of the basic keyboard.
- D. Demonstrate ability to use the network word processing software package to create simple documents.
- E. Enter data at the rate of 15 to 25 words per minute with one error or less per minute.
- F. Utilize word processing software to create documents that contain tables and graphics.
- G. Show proficiency in the basic operation and care of the computer.
- H. Develop ability to compose at the keyboard.
- I. Enter data from a variety of source materials.
- J. Build self-confidence, ideals, and attitudes geared toward occupational efficiency.
- K. Gain awareness of career opportunities available through successful keyboard skills.
- L. Gain awareness of the integration of adequate keyboarding skill and lifelong learning success.
- M. Demonstrate rudimentary ability to use the Internet as a data resource.

V. COURSE CONTENT OUTLINE:

- A. Introduction to keyboarding equipment including the computer keyboard and the basic operation, function, and care of the computer
- B. Arrangement of work area, correct posture, and keyboarding technique
- C. Learn the touch method of keyboarding
- D. Enter data using the touch method of keyboarding

- E. Develop both speed and accuracy skills through repetition of textbook and oral drills as each segment of the keyboard is presented
- F. Develop both speed and accuracy skills through the use of timed writings in duration of 30 seconds, 1 minute, and 2 minutes
- G. Develop touch method of keyboarding skill by completing original composition assignments and entering data from a variety of resources
- H. Learn skills in word processing software that can be utilized in other areas of their education.
- I. Develop an awareness of career opportunities related to touch method keyboarding skills, PC literacy, and computer networks
- J. Drill work: speed, accuracy, oral, textbook, and network typing tutorial
- K. Basic keyboard: alphabet and punctuation
- L. Network procedures and windows operation
- M. Word processing software procedures

VI. STUDENT ACTIVITIES:

- A. Students will observe and model their touch method keyboarding technique and motion patterns after those demonstrated by the instructor.
- B. Students will develop touch method keyboarding and good keystroking technique through daily textbook and oral drills.
- C. Students will build touch method keyboarding accuracy and speed through the keyboarding of guided sentence and paragraph drills, fluency and rhythm drills, accuracy drills, and daily practice.
- D. Students will learn to compose at the computer.
- E. Students will learn to enter written data using a number of source documents including the Internet.
- F. Students will learn basic word processing functions: create, save, retrieve, edit, print a document, insert graphics, and insert tables.
- G. Students will reinforce their touch method keyboarding skill through the use of the network typing tutorial.
- H. Students will take a test in a controlled environment in the beginning of the semester. Students will take the same/similar test at the end of the semester in a controlled environment to calculate and evaluate improvement.

VII. STUDENT PERFORMANCE:

- A. Evaluation of Student Learning
 - 1. Teacher observation of touch method keyboarding technique and work habits, which include attitude and behavior
 - 2. Tests and quizzes
 - 3. Teacher evaluation of daily assignments, including keyboarding practice and skill development
 - 4. Teacher evaluation of use of network typing tutorial
 - 5. Teacher evaluation of classroom assignments
- B. Grade Development
 - 1. Touch method keyboarding technique, work habits, and - 30%
evaluation of daily assignments
 - 2. Tests and quizzes - 40%
 - 3. Evaluation of classroom assignments - 30%