

CALVERT COUNTY PUBLIC SCHOOLS

Computer Keyboarding for College & Careers (5240S)

Course Description

This course is for students who are either in a college preparatory pathway or a technical preparation pathway leading to post-secondary study or career placement. Computer Keyboarding for College & Careers will provide students with the knowledge and skills to become competent computer operators. Students will become proficient in touch keyboarding and word processing skills. These skills will be used to produce a variety of professional and personal documents that can be used in college, future careers and the students' personal lives. This is a semester course for student's grades 9-12.

Learner Objectives

Upon successful completion of this course, the average student will be able to:

- demonstrate correct keyboarding techniques
- operate the keyboard by touch with speed and accuracy
- apply basic Language Arts skills such as punctuation, spelling and capitalization
- properly format and type a variety of professional-looking business documents (academic reports, business reports, letters, envelopes, tables, memos, and resumes)
- compose documents at the keyboard
- type from rough draft material using industry-wide proofreaders' marks
- perform basic and advanced functions in Microsoft Word

SCOPE AND SEQUENCE

Unit 1 – Keyboarding	9 Weeks
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I. Touch Keyboarding (7 Weeks)

- A. Demonstrate which fingers control each key on the keyboard.
- B. Use home key anchors to assist in developing location security.
- C. Develop and practice correct keyboarding techniques.
- D. Use proper spacing after common marks of punctuation.
- E. Demonstrate which fingers control each number and symbol on the keyboard.
- F. Demonstrate proficiency on the numeric keypad.
- G. Develop keyboarding speed and accuracy.
- H. Use proper spacing before and after special symbols.
- I. Review Language Arts skills.

II. Orientation to Word Processing (2 Weeks)

- A. Demonstrate correct use of word processing features.
- B. Efficiently utilize the Microsoft Word Ribbon to accomplish tasks.
- C. Demonstrate effective use of icon buttons.
- D. Understand the Microsoft Word Program Window and Workspace.
- E. Demonstrate how to navigate around the Microsoft Word screen.
- F. Demonstrate an understanding of proofreaders' symbols by editing copy marked for revision.

Unit 2 – Word Processing	9 Weeks
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III. Creating Basic Word Processing Documents

- A. Format and key an academic report
- B. Format and key a business report
- C. Format and key a multi-page business report
- D. Format and key numbered and bulleted lists
- E. Format and key an outline
- F. Format and key an agenda
- G. Format and key minutes of meetings
- H. Format and key a personal business letter
- I. Format and key business letters in block and modified-block style with special features such as: enclosure, attachment, copy, delivery, and postscripts
- J. Format and key an envelope
- K. Format and key a memorandum
- L. Format and key a resume
- M. Format and key an application letter
- N. Format and key tables with text, numbers, titles, subtitles, and braced column headings