General Syllabus for:

KEYBOARDING 2 ---- GRADES 10-12

CONNEAUT SCHOOL DISTRICT

Type of course: This course is a review of the alphabet keyboard using the touch method. We will continue to work on accuracy, technique, and increasing speed. Basic document processing is reviewed. We will work on advanced document processing including spreadsheets and database.

Prerequisites: Keyboarding 1

Text Information: *Century 21 Computer Applications and Keyboarding, 9th Edition ©2010;* South-Western/Cengage Learning

Objectives:
- To improve keyboarding techniques; to improve straight-copy speed and control; to improve language skills.
- To improve table formatting skills: to enhance tables with shading and bordering.
- To use decision-making skills to organize information in a table.
- To review how to create an electronic presentation, to create an electronic presentation, to add slides to a presentation and add enhancements.
- To deliver a presentation using electronic slides.
- To use decision-making skills to process documents; to improve the ability to read and follow directions
- To review block letter format and letter parts and to edit letters.
- To review memo format and memo parts and to edit memos.
- To learn modified block format; to learn mixed punctuation and additional letter parts.
- To format an agenda and meeting minutes; to use templates to prepare an agenda and meeting minutes.
- To format a news release and an itinerary; to use templates to prepare a news release and an itinerary.
- To use purchase order and invoice templates to prepare business documents; to use card, certificate, and invitation templates to prepare personal documents.
- To create a worksheet.
- To perform worksheet calculations using formulas and functions.
- To prepare embedded column, bar, and pie charts using worksheet information.
- To prepare documents, flyers, and ads using shapes, WordArt, clip art, and text box features.
- To create a new database and table; to add records and fields to a new and/or existing database.
- To demonstrate students' ability to integrate their knowledge and skills; to demonstrate students' ability to solve problems and make correct decisions.

Topics Covered:

Introduction to Keyboarding 1   (1 day)
- Discuss classroom rules and course overview.
- Distribute books
- If time, begin Micro Type Pro

Review Keyboarding Skill   (1 wk)
- Observation
- Micro Type Pro
- Printed document for assessment

Lessons 66-71
Improve Table Formatting Skills   (1 wk)
- Observation
- Use table features to create and process tables
- Printed documents (tables) for assessment

Lessons 72-75
 Enhance Electronic Presentation Skills   (1 wk)
- Create and enhance electronic presentations with graphics, pictures, animations, and sound
- Deliver an electronic presentation and submit a copy of the slides/notes
- Assess electronic presentations

Cycle 2   Review and Assessment   (2 wks)
- Review document processing, computer application skills, and straight-copy skills
- Process documents and proof
- Submit documents for assessment

Lessons 76-80
HP J Communication Specialists: A Workplace Simulation   (1.5 wks)
- Use decision-making skills to process documents
- Improve student's ability to read and follow directions
- Apply concepts/formats learned
- Process documents
- Submit for assessment

Lessons 81-85   (1.5 wks)
Enhance Correspondence Skills
- Learn Modified-Block Letter Format
- Mailing and Addressee Notations
- Use and placement of Attention Line
- Use and placement of Subject Line
- Bulleted or Numbered Items
- Tables in Letters/Memos
- Use and Placement of Postscript
- Second-page Heading for Letters and Memos

- Process Documents
- Submit for assessment

Lessons 86-89
Learn MLA Format and Review Reports   (1 wk)
- MLA Format
- Margins and Line Spacing for MLA Format
- Header and Place Number Placement
- Report Identification
- Report Title
- Indentations and Long Quotes
- Outline
- Title Page
- Process documents
- Submit for assessment

Lessons 90-92
Learn Special Documents and Templates (1 wk)
- Agenda
- Meeting Minutes
- News Release
- Itinerary
- Templates w/software to process documents
- Process/create documents
- Submit for assessment

Lessons 93-100
Learn Spreadsheet Essentials and Build Keyboarding Skill   (1.5 wks)
- Learn/Review how to enter data, move around in a worksheet, and print a worksheet
- Format cell contents, adjust column width, and insert/delete columns and rows
- Perform worksheet calculations using formulas and functions
- Prepare column, bar, and pie charts using worksheet information
- Improve keyboarding techniques, language skills, straight-copy speed and control
- Process and create worksheets
- Submit for assessment

Lessons 101-103
Learn Desktop Publishing Skills   (1.5 wks)
- Prepare documents using shapes, WordArt, clip art, and text box features
- Prepare flyers and ads using shapes, WordArt, clip art, and text box features
- Create and process documents
- Submit for assessment

Lessons 104-111
Develop Database Skills   (1.5 wks)
- Create, add records, and print a database
- Create a table in database

- Add fields to a new or existing database
- Edit records in a database table
- Create and process Documents
- Submit for assessment

Cycle 3 – Review and Assessment   (1.5 wks)
- Review document processing, computer application skills, and straight-copy skills
- Process documents and proof
- Submit documents for assessment

Lessons 112-116
Integrated Workplace Simulation, TSEA: A Science Conference   (1 wk)
- Process Memos, Letters, Tables, Worksheets, and Reports
- Integrate student ability to integrate knowledge and skills
- Demonstrate student ability to solve problems and make correct decisions
- Apply concepts/applications learned to process documents
- Create and process documents
- Submit for assessment

FINAL EXAM & WRAP UP   (1 wk)
- Wrap up semester, work, and review
- Assess concepts/terms learned *(required by district)

Assessment:
- Documents prepared by students
- Tests on procedures learned to format/process documents
- Cycle Activities
- Time Writings using Micro Type Pro
- Teacher Observation
- Final Exam

Parent/Student Resources:
- Textbook
- Computer
- Micro Type Pro
- Edline