

General Syllabus for:

MS KEYBOARDING

**(40 MINUTES PER DAY FOR 9 WEEKS)
(ELECTIVE BASED ON STAFF ABILITY)**

CONNEAUT SCHOOL DISTRICT

Type of course: MS Keyboarding is designed to introduce students to the “touch” method of keyboarding, which will serve as a progression through the Conneaut School District curriculum.

Text Information: *Applied Computer Keyboarding*, Cengage Learning ©2009; MicroType Software

Objectives:

- Learn to key alphabetic keys by touch
- Learn to key numbers and symbols
- Master correct techniques of position, fingering, and stroking
- Review and improve basic English skills of punctuation, spelling and proofreading
- Attain optimum speed and accuracy according to their individual capabilities

Topics Covered:

Learn Letter-Key Technique (4 wks.)

- Learn alphabet keys
- Learn shift keys, period, comma, colon
- Learn caps lock, question mark
- Learn backspace and tab keys
- Learn spacing rules for punctuation keys
- Work on Accuracy

Numeric Keys and Symbols (2 wks.)

- Learn number keys
- Learn Symbols
- Learn spacing rules for symbols
- Work on Accuracy

Document Processing (3 wks.) *(if time permits)

- Change Margins
- Change spacing
- Types of Alignment
- MLA Reports
- Personal Letters
- Business Letters

Instructional Methodologies:

- Lecture/explanation
- Demonstration of technique

Assessment:

- Observation – correct fingering, posture, technique
- Printed documents

Parent/Student Resources:

- Edline (<http://www.edline.net>) *online tracking of progress and grades