General Syllabus for:

KEYBOARDING 1 ---- GRADES 10-12

CONNEAUT SCHOOL DISTRICT

Type of course: This course is an introduction/review of the alphabet keyboard using the touch method. We will work on accuracy and technique. Document processing is covered in this course. We will learn the proper format for processing memos, letters—personal and business, tables, reports, e-mail, and electronic presentations.

Prerequisites: None

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

Objectives:
- To review proper arrangement of the work area and proper keying position; to review control of the home keys, Space Bar, and Enter keys with the correct technique and by touch.
- To gain an overview of software Help features; to learn to use software Help features.
- To learn to format interoffice memos; to process memos from arranged and semi-arranged copy.
- To learn to format personal-business letters in block format; to improve word choice skills.
- To review format of personal-business letters in block format; to learn to format/key envelopes.
- To learn to format e-mail messages.
- To learn format features of unbound reports; to process a one-page unbound report in proper format.
- To process a two-page unbound report in proper format; to format textual citations in a report; to process references.
- To learn placement/arrangement of basic table parts; to format tables using the Table formatting feature.
- To use table layout and design features; to format two-column tables with main, secondary, and column titles; to make independent decisions about table formatting features.
- To create an electronic presentation, and to understand how to use appropriate graphic images, lines, and shapes; to insert, position, and size graphic images, photos, lines, and boxes; to create slides with graphic enhancements.
- To improve formatting skills for memos, business letters, e-mail, reports, tables, and electronic presentations.

Topics Covered:

Introduction to Keyboarding 1   (1 day)
- Discuss classroom rules and course overview.
- Distribute books
- If time, begin Keyboard Review – Lesson 1

Lessons 1-12
Learn/Review Letters and Build Keyboarding Skill   (2 wks)
- Observation
- Key lessons in text
- Micro Type Pro
- Printed document for assessment

Lessons 13-18
Learn/Review Figure-Key Technique and Build Keyboarding Skill   (1 wk)
- Observation
- Key lessons in text
- Answer questions on using Help within the software
- Micro Type Pro
- Printed document for assessment

Lessons 19-23
 Learn/Review Symbol-Key Techniques and Build Keyboarding Skill   (1 wk)
- Key answers to questions on Help
- Observation
- Key lessons in text
- Micro Type Pro
- Printed document for assessment

Lessons 24-28
Learn to Format Memos and Personal-Business Letters   (1.5 wks)
- Learn memo format using Guide Words
- Use of correct margins for memos
- Learn Personal-Business Letter, Block style format
- Format envelopes using envelope feature
- Process documents and submit for assessment

Lessons 29-30
 Learn to Format E-mails and Use Personal Management Features   (1 wk)
- E-mail format guides
- Attachments in E-mail
- Calendar and Contact feature within E-mail
- Format E-mail messages
- Process documents and submit for assessment

Lessons 31-34   (1 wk)
Learn to Format Unbound Reports
- Format Guide for Unbound Reports
- Insertion of Page Numbers, Titles, and Headings
- Textual Citations
- Reference Lists

- Process Unbound Reports and Poem
- Submit documents for assessment

Lessons 35-38
Learn to Format Tables   (1 wk)
- Format Guides for Tables
- Table Format Features
- Table Layout and Design
- Process/format Tables
- Submit for assessment

Lessons 39-45
Learn/Review Electronic Presentation Basics   (1.5 wks)
- Electronic Presentation preparation
- Design Theme and Slide Layout
- View options available with the software
- Create and design text slides
- Insert, position, and size graphic images, photos, lines, and shapes into presentation
- Create diagrams, graphs and charts
- Create tables to enhance a presentation
- Process presentation and present for assessment

Cycle 1 Review and Assessment   (1.5 wks)
Memo, Letter, E-mail, Unbound Report w/references, Tables, Electronic Presentation
- Process documents
- Submit for assessment

Lessons 46-54
Build Keyboarding Skill and Improve Memo and Letter Formatting Skills   (2 wks)
- Improve keying technique, speed, and control
- Special features for memos and letters
- Improve memo formatting skills
- Review personal-business letter format
- Format business letters
- Format business letters with special parts
- Process documents
- Submit for assessment

Lessons 55-57
Enhance E-mail and Personal Information Management Skills   (1 wk)
- Special E-mail features
- E-mail distribution list
- Process documents
- Submit for assessment

Lessons 58-63
Improve Report Formatting Skills   (1 wk)
- Report with Textual Citations
- Reports with Footnotes
- Reports with Endnotes
- Cover Page and Table of Contents
- Process Documents
- Submit for assessment

Lessons 64-65
Build Keyboarding Skill and Document Review   (1.5 wks)
- Improve keying technique, speed, and control
- Process documents covered: Memos, Letters, Reports, Tables, E-mail, etc.
- Time Writings
- Proofread and assess documents

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