

## **KEYBOARDING AND WORD PROCESSING SKILLS (2007)**

### **COURSE DESCRIPTION:**

This course teaches skill development of the keyboard by “The Touch Method,” applying proper keyboarding techniques. Emphasis will be on speed and accuracy levels. A computer program will be used in addition to teacher interaction. (Nine Weeks)

Second Marking period will be dedicated to learning Word Processing Skills using Microsoft Word and formatting of basic business and personal documents including letters, reports, tables and Microsoft Publishing projects.

### **CORE CURRICULUM CONTENT STANDARDS:**

**STANDARD 8.1** Computer and information literacy (technology). All students will use computer applications to gather and organize information and to solve problems.

### **CUMULATIVE PROGRESS INDICATORS:**

Building upon knowledge and skills gained in preceding grades by the end of grade 6 students will be able to

1. develop the ability to use “the Touch Method” of keyboarding without observing hands or the keyboard.
2. input and access data and text efficiently and accurately through proficient use of the keyboard and mouse.
3. create documents with advanced text-formatting and graphics using word processing and publishing tools
4. create, organize and manipulate shortcuts.

### **WORKPLACE READINESS STANDARDS:**

**STANDARD 2: ALL STUDENTS WILL USE INFORMATION, TECHNOLOGY AND OTHER TOOLS.**

#### **Cumulative Progress Indicators**

All Students will be able to:

1. understand how technological systems function.
2. select appropriate tools and technology for specific activities.
3. demonstrate skills needed to effectively access and use technology-based materials through keyboarding, troubleshooting, and retrieving and managing information.

## **INSTRUCTIONAL STRATEGIES**

### **The teacher will:**

- demonstrate proper use of all computer parts
- demonstrate correct posture, stroking and rhythm techniques
- demonstrate proper reaches and fingering techniques using “The Touch Method”
- demonstrate proper work space arrangement
- introduce the internet based typing program so students can reinforce what the teacher has demonstrated
- explain what constitutes a typographical error
- demonstrate differences between backspace and delete keys
- demonstrate proper format for typing letters, reports, tables and publishing documents
- demonstrate proper use of Microsoft Word tool bars and menus

### **The student will:**

- practice using all computer parts as instructed.
- use “The Touch Method” for stroking and rhythm when practicing.
- organize work space before beginning daily practice.
- practice reaches as demonstrated.
- type drills from internet based typing program. (Custom Solutions Typing Program)
- reinforce key stroking with drills.
- practice finding and circling errors in copy (proofreading and editing skills)
- practice typing business and personal style letters, business and personal style reports, business and personal style tables using the Microsoft Word Processing software.
- practice typing publishing style documents using Microsoft Publisher.

## **EVALUATION/ASSESSMENT OF STUDENTS**

Evaluation is done by:

1. teacher observation of students correct usage of keyboard
2. points assigned for proper usage and proper keyboarding techniques
3. daily mention of good and bad techniques on an individual basis
4. number of lines of drill accurately typed
5. timed tests for speed and accuracy (1 and 3 minute straight copy)
6. rubric set up for assessment of letters, reports, tables and publishing documents

**EVALUATION/ASSESSMENT OF CURRICULUM:**

This course of study will be evaluated/assessed by instructional staff during the first year of implementation for the purpose of necessary revision at the end of the first year. In addition, this course of study will be reviewed according to the Five-Year Curriculum Review schedule (see attached).

**BIBLIOGRAPHY:**

**Custom Solutions Internet Typing Program**