COURSE TITLE

Personal Computer Keyboarding

LENGTH

One Semester
Grades 9-12

DEPARTMENT

Business Education
Barbara O'Donnell, Supervisor

SCHOOL

Rutherford High School

DATE

Spring 2017

Personal Computer Keyboarding

I.   Introduction/Overview/Philosophy

Personal Computer Keyboarding introduces, reviews and reinforces proper keyboarding technique, speed and accuracy and document formatting skills. In a world reliant on technology to increase efficiency, accuracy and output, computer keyboarding is the most basic and vital skill needed for data entry, data retrieval and document processing.

Students will learn to key information quickly and accurately, using a home-row touch method. They will also be introduced to and become proficient at processing documents such as business letters, MLA style reports, tabulated data reports, columnar newsletters and ruled tables. In formatting documents, students will use proper margins, alignment, size, style and color of text, properly formatted graphics and the use of rulers for placement. In addition, all documents will be spell-checked and proofread for accuracy.

These skills are invaluable for both personal and professional applications. The skills learned in computer keyboarding are imperative for success in high school, college and the workplace.

II.   Objectives

Student Objectives

After completing this course, the student will demonstrate the ability to:
- log into any computer in the lab with their password and access their files.
- retrieve files to edit or print.
- create a new document.
- save a document.
- key entire alphabet, numbers and punctuation marks using proper keyboarding technique.
- key paragraphs with capital letters and correct punctuation, using proper keyboarding technique and eyes on the copy.
- change the page orientation from portrait to landscape as directed.
- use page breaks.
- insert a header and a footer.
- change the margins of the document to accommodate special paper or a special format.
- center titles on a document.
- choose an appropriate font for a document.
- change the color, size, and style of the font chosen.
- insert clipart and change the size, shape and alignment of the graphic.
- move a piece of clipart throughout a document and use word wrap as necessary.
- edit and compose at the computer.
- insert and edit tables.
- use tabulations to format documents.
- use section breaks and column breaks to create a newsletter.
- format text into columns and be able to change column and gutter width.
- key paragraphs accurately and efficiently at a moderate to high level of speed.
- apply learned skills to more advanced software in publishing and web design.
- key and properly format business letters, memos, and MLA style reports.
- choose an appropriate printer.
- print a document.
- key at least 30 words per minute.

Course Outline

A.   Basic computer operations
         1. Access servers using a name and password
         2. Save work to a server
         3. Create folders to organize saved documents
         4. Retrieve saved work from a server
         5. Choose a printer and print document

B.   Master touch typing
         1. Use proper keyboarding technique
         2. Key all letters and numbers using proper technique
         3. Key punctuation marks using proper technique and proper spacing
         4. Key upper case letters using proper technique
         5. Compose at the computer

C.   Learn basic formatting techniques
         1. Change the font and its color, size, and style
         2. Change margins and page orientation
         3. Center a title using proper formatting technique
         4. Use spell check
         5. Improve proofreading skills
         6. Use proofreader's symbols and type from rough draft
         7. Edit text while proofreading
         8. Insert a header and a footer
         9. Insert and manipulate clip art appropriately

D.   Learn document formatting
         1. MLA style reports with Works Cited page and parenthetical documentation
         2. Memos
         3. Personal business letters
         4. Business letters
         5. Resumes
         6. Columnar newsletters with formatted graphics
         7. Tabulated data reports
         8. Flyers
         9. Ruled tables
         10. Misc. business forms

E.   Timed Writings (3-minute and 5-minute)

New Jersey Student Learning Standards

Technology

Standard 8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.

Strand A. Technology Operations and concepts
Strand B. Creativity and Innovation: Students demonstrate creative thinking, construct knowledge and develop innovative products and process using technology.

Strand D. Digital Citizenship: Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
Strand E: Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information.
Strand F: Critical thinking, problem solving, and decision making: Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

8.2 Technology Education, Engineering, Design, and Computational Thinking - Programming:
All students will develop an understanding of the nature and impact of technology, engineering, technological design, computational thinking and the designed world as they relate to the individual, global society, and the environment.

Strand A. The Nature of Technology: Creativity and Innovation Technology systems impact every aspect of the world in which we live.
Strand C. Design: The design process is a systematic approach to solving problems.
Strand D. Abilities for a Technological World: The designed world is the product of a design process that provides the means to convert resources into products and systems.

21st Century Life and Careers

Standard 9.3 CAREER AND TECHNICAL EDUCATION SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS CAREER CLUSTER

9.3.ST-ET.4 Apply the elements of the design process.
9.3.ST-SM.4 Apply critical thinking skills to review information, explain statistical analysis, and to translate, interpret and summarize research and statistical data.

III.   Methods of Assessment

Technique

Students are asked to type several paragraphs from their textbook. They are instructed to keep their eyes on the text and their fingers on the home row keys. The teacher observes students, gives them feedback and instructions, and evaluates them using the following scale.

Since a student's technique grade is based on teacher observation, a five-point span is used for grading.

100 – Perfect keyboarding
 95 – Keys well, but seems a little unsure of where the next letter is
 90 – Keys well, but seems a little unsure and glances at monitor occasionally
 85 – Uses home row fingering, but seems a little unsure and glances at fingers occasionally
 80 – Tries to use home row fingering most of the time, but keying errors are evident. Needs to look at fingers
        to key letters correctly
 75 – Does not use proper keyboarding techniques. Has not acquired an efficient skill
 70 – Has many problems both in keying and locating letters on the keyboard, but attempts to key text

Timed Writings
Timed writings will be taken twice a week and graded using the attached scales (Quarter 1: 3-minute   Quarter 2: 5-minute)

Classwork
All introductory work will be demonstrated by teacher and created by the student for a grade.

Production Work
All formatted projects will be graded for accuracy in formatting, grammar and spelling. The timeliness of the project will also be taken into consideration.

Quizzes
Quizzes are given on any material that is currently being learned. This encourages students to take notes and follow directions in class.

IV.   Grouping

This course is open to grades 9-12. However, it is recommended that this course be taken freshman year. There is no prerequisite for this course.

V.   Articulation/Scope & Sequence/Time Frame

This is a one-semester course.

VI.   Resources

Century 21: Computer Applications and Keyboarding 9th Ed
South-Western Educational Publishing. Jack Hoggatt, Ed.D, Jon Shank, Ed.D 2010
Teacher-directed dictation
Teacher generated classwork and projects assignments

VII.   Methodologies

The following methods of instruction are suggested: teacher instruction, teacher demonstration, students typing with eyes on wall chart, students typing with eyes on text, students typing with eyes closed and teacher dictating. When creating formatted documents, students will be given instruction and handouts as to the format being taught. They will also be directed to the pages in the book that show an example and give instruction for proper formatting of that document.

VIII.   Suggested Activities

Students engage in dictated word-association drills.

Students engage in ladder drills to improve both speed and accuracy.

Students create formatted documents from both the book and teacher-created handouts. Student may also bring in assignments from other classes that they may need to complete, if teacher approved.

Students will create an original project, based on a holiday or a personal celebration, which encompasses color, style, graphics and proper formatting.

IX.   Interdisciplinary Connections

This course incorporates real-world reading, writing, speaking, listening and spelling skills, as well as computer applications. Students will also be prepared to type and format a research paper, a letter, a statistical report, and a newsletter. In addition, students will also be able to use graphics appropriately, so they can be integrated into projects across the curriculum, enhancing aesthetic appeal.

X.   Differentiating Instruction for Students with Special Needs: Students with Disabilities, English Language Learners, and Gifted & Talented Students

Differentiating instruction is a flexible process that includes the planning and design of instruction, how that instruction is delivered, and how student progress is measured. Teachers recognize that students can learn in multiple ways as they celebrate students' prior knowledge. By providing appropriately challenging learning, teachers can maximize success for all students.

Examples of Strategies and Practices that Support:

Students with Disabilities
- Use of visual and multi-sensory formats
- Use of assisted technology
- Use of prompts
- Modification of content and student products
- Testing accommodations
- Authentic assessments

Gifted & Talented Students
- Adjusting the pace of lessons
- Curriculum compacting
- Inquiry-based instruction
- Independent study
- Higher-order thinking skills
- Interest-based content
- Student-driven
- Real-world problems and scenarios

English Language Learners
- Pre-teaching of vocabulary and concepts
- Visual learning, including graphic organizers
- Use of cognates to increase comprehension
- Teacher modeling

- Pairing students with beginning English language skills with students who have more advanced English language skills
- Scaffolding
    - •word walls
    - •sentence frames
    - •think-pair-share
    - •cooperative learning groups

XI.   Professional Development

The teacher will continue to improve expertise through participation in a variety of professional development opportunities.

PERSONAL COMPUTER KEYBOARDING
First Quarter
3-Minute Timing Scale

OVER	43	100	A+
	42	99	
	41	98	
	40	97	
	39	96	A
	38	94	
	37	92	A-
	36	90	
	35	89	B+
	34	88	
	33	87	
	32	86	B
	31	84	
	30	82	B-
	29	80	
	28	78	C+
	27	77	
	26	75	C
	25	74	
	24	72	C
	23	70	
	22	68	D+
	21	67	
	20	65	D
	19	63	
BELOW	19	62	F

PERSONAL COMPUTER KEYBOARDING
Second Quarter
5-Minute Timing Scale

OVER	48	100	A+
	47	99	
	46	98	
	45	97	
	44	96	A
	43	94	
	42	92	A-
	41	90	
	40	89	B+
	39	88	
	38	87	
	37	86	B
	36	84	
	35	82	B-
	34	80	
	33	78	C+
	32	77	
	31	75	C
	30	74	
	29	72	C-
	28	70	
	27	68	D+
	26	67	
	25	65	D
	24	63	
BELOW	24	62	F

Curriculum Map

Class	September/February	October/March	November/April	December/May	January/June

Personal Computer Keyboarding	Introduction to file management on the computer:
	● Accessing servers
	● Saving and retrieving documents
	● Creating and organizing folders
	
	Master touch typing techniques
	● Use proper fingering for home row keys
	● Use proper fingering for upper and lower reaches
	● Learn to key and space properly all punctuation marks
	● Learn to key and properly use upper case letters
	● Learn to key numbers using home row/reach techniques
		Basic formatting techniques
		● Font, size, color and style
		● Margins and page orientation
		● Centering
		● Spell check
		● Bullets and numbering
		Introduction to proofreading skills
		● Identify and use Proofreader's marks to edit text
		● Personally proofread document
		● Edit text while proofreading
		Introduction to MLA formatting for reports
		● Margins and spacing
		● Appropriate font and size of font
		● Parenthetical documentation
		● Works Cited page
		● Use of page breaks
		● Headers and footers
		Choose a printer
		Timed Writings (3 minutes)
			Introduction to business communication
			● Memos
			● Personal Business Letters
			● Business Letters
			● E-mail
			
			Proper formatting of the above Margins and spacing
			● Required information
			  o Date
			  o Inside address
			  o Salutation
			  o Body
			  o Complimentary close
			  o Enclosure
			  o Copies
			  o Appropriate fonts and sizes
			Introduction to tabulations
			● Define five tab stops
			● Use the tab dialog box
			● Use and choose leaders
			● Set, clear and re-set tab stops
			● Move columns using tab stops
			● Center columns appropriately
			Timed Writings (3 minutes)
				Introduction to drawing toolbar:
				● Graphic's tool
				● Rotate
				● Text box
				● Inserting and formatting Clip Art and Pictures
				● Inserting and formatting Word Art
				● Line (styles)
				● Rectangle
				● Shapes
				● Arrows
				● Text color
				● Fills and borders
				● Arrange objects
				● Align objects
				
				Introduction to columnar newsletters:
				● Creating columns
				● Changing column and gutter width
				● Inserting section break
				● Setting margins
				Timed Writings (5 minutes)
					Introduction to Ruled Tables
					● Creating a ruled table
					● Selecting rows and columns
					● Adding color to cells
					● Changing row height and column width
					● Aligning text in cell
					● Formatting borders on table
					● Aligning table in document
					Timed Writings (5 minutes)
					
					Review of all learned keyboarding and document formatting skills using "Real World" office and personal simulations