CALVERT HOMESCHOOL ™

CURRICULUM CATALOG

Keyboarding and Applications

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Keyboarding and Applications Course Overview

Keyboarding and Applications is a semester-long elective that teaches students keyboarding skills, technical skills, effective communication skills, and productive work habits. In this course, students will learn about proper keyboarding technique. Once students have been introduced to keyboarding skill, lessons will include daily practice of those skills. Students will gain an understanding of computer hardware, operating systems, file management, and the Internet. In addition, they will apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

Objectives

- Identify various technologies, current and emerging.
- Select the appropriate technology to complete a task.
- Use the computer's operating system to execute work responsibilities.
- Demonstrate proper keyboarding technique.
- Improve speed and accuracy of keyboarding skills.
- Create word-processing documents with columns, graphics, and bulleted lists.
- Create and deliver an effective presentation following presentation guidelines.
- Effectively navigate the Internet and search for information.
- Evaluate a Web site in terms of reliability.
- Demonstrate communication skills for obtaining and conveying information.
- Send and receive information using electronic mail, following appropriate guidelines.

Keyboarding and Applications Course Requirements

- **word-processor software**
- **presentation software**

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Unit 1: Computer Hardware

Assignments

1. Course Overview
2. Hardware and Software
3. Current Business Technology
4. Quiz 1: Overview of Hardware and Software
5. Alternate Quiz 1—Form A: Overview of Hardware and Software *
6. Alternate Quiz 1—Form B: Overview of Hardware and Software*
7. Case Studies
8. Emerging Technology
9. Project: Defining Technical Terms
10. Quiz 2: Business Solutions
11. Alternate Quiz 2—Form A: Business Solutions*
12. Alternate Quiz 2—Form B: Business Solutions*
13. Project: Technology in Business
14. Special Project*
15. Review
16. Test
17. Alternate Test—Form A*
18. Alternate Test—Form B *
19. Glossary and Credits

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Unit 2: Keyboarding

Assignments

1. Keyboarding Pretest
2. Keyboarding Exercises
3. Number Keypad
4. Keyboarding Practice
5. Project: Timed Typing Tests
6. Special Project*
7. Review
8. Test
9. Alternate Test—Form A*
10. Alternate Test—Form B*
11. Glossary and Credits

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Unit 3: Computer Operating Systems

Assignments

1. What Is an Operating System?
2. Getting Started–Exploring the Desktop
3. Using the Interface
4. File Management
5. Quiz 1: Operating Systems and File Management
6. Alternate Quiz 1—Form A: Keyboarding Skills*
7. Alternate Quiz 1—Form B: Keyboarding Skills*
8. Project: Customize Your Desktop
9. Special Project*
10. Review
11. Test
12. Alternate Test—Form A*
13. Alternate Test—Form B*
14. Glossary and Credits

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Unit 4: Word Processing

Assignments

1. Word Processing Basics
2. Writing and Editing a Document
3. Project: Creating a Memo
4. Formatting
5. Project: Writing Assignment
6. Quiz 1: Introduction to Word Processing
7. Alternate Quiz 1—Form A: Introduction to Word Processing*
8. Alternate Quiz 1—Form B: Introduction to Word Processing*
9. Copying, Cutting, and Pasting
10. Newsletters
11. Project: Creating a Newsletter
12. Quiz 2: Keyboarding Skills
13. Alternate Quiz 2—Form A: Keyboarding Skill*
14. Alternate Quiz 2—Form B: Keyboarding Skill*
15. Special Project*
16. Review
17. Test
18. Alternate Test—Form A*
19. Alternate Test—Form B*
20. Glossary and Credits

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Unit 5: Presentation Technology

Assignments

1. What is Presentation Technology?
2. How is Presentation Technology Used?
3. Quiz 1: An Introduction to Presentation Technology
4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology*
5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology*
6. Working with Text
7. Working with Graphics
8. Working with Special Effects
9. Quiz 2: Presentation Guidelines
10. Alternate Quiz 2—Form A: Presentation Guidelines*
11. Alternate Quiz 2—Form B: Presentation Guidelines*
12. Content
13. Layout
14. Putting It All Together
15. Quiz 3: Presentation Planning
16. Alternate Quiz 3—Form A: Presentation Planning*
17. Alternate Quiz 3—Form B: Presentation Planning*
18. Project: Creating a Presentation
19. Special Project*
20. Review
21. Test
22. Alternate Test—Form A*
23. Alternate Test—Form B*
24. Glossary and Credits

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Unit 6: Internet

Assignments

1. Internet Browsers
2. Internet Strategies
3. Finding Reliable Internet Resources
4. Quiz: Introduction to the Internet
5. Alternate Quiz—Form A: Introduction to the Internet*
6. Alternate Quiz—Form B: Introduction to the Internet*
7. Project: The History of the Internet
8. Special Project*
9. Review
10. Test
11. Alternate Test—Form A*
12. Alternate Test—Form B*
13. Glossary and Credits

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Unit 7: Communication Skills

Assignments

1. Communication Skills
2. Electronic Communication Skills
3. Beyond E-mail
4. Project: Revising E-mail
5. Quiz 1: Overview of Effective Communication Skills
6. Alternate Quiz 1—Form A: Overview of Effective Communication Skills*
7. Alternate Quiz 1—Form B: Overview of Effective Communication Skills*
8. Workplace Skills, Habits, and Attitudes
9. Active Listening
10. Quiz 2: Desirable Workplace Skills, Habits, and Attitudes
11. Alternate Quiz 2—Form A: Desirable Workplace Skills, Habits, and Attitudes*
12. Alternate Quiz 2—Form B: Desirable Workplace Skills, Habits, and Attitudes*
13. Special Project*
14. Review
15. Test
16. Alternate Test—Form A *
17. Alternate Test—Form B*
18. Glossary and Credits

K&A

Unit 8: Course Review and Exam

Assignments

1. Review
2. Exam
3. Alternate Exam—Form A*
4. Alternate Exam—Form B*

(*) Indicates alternative assignment

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