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Curriculum Catalog

Career and Technical Education Series

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.

Unit 1: Computer Hardware	
Assignments	
Keyboarding and Applications	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	

Unit 2: Keyboarding	
Assignments	
Keyboarding and Applications	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	

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

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

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

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

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

Unit 8: Course Review and Exam		
Assignments		
K&A	1. Review	3. Alternate Exam—Form A*
	2. Exam	4. Alternate Exam—Form B*

(\*) Indicates alternative assignment