

Computer Keyboarding Applications Overview

Content Area: **Computer Science & Business**
Course(s): **COMPUTER KEYBOARDING APPLICATIONS**
Time Period:
Length: **90 Days**
Status: **Published**

Cover

EAST BRUNSWICK PUBLIC SCHOOLS

East Brunswick New Jersey

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Course Adoption: 4/21/1986

Curriculum Adoption: 4/21/1986

Date of Last Revision Adoption: 9/1/2017

Course Overview

COURSE DESCRIPTION

All students who expect to use a computer will find this course a "must" as part of their educational program. This course offers instruction in keyboarding as a communication tool for college, general or personal use and lays the groundwork for all future use of computers. Areas of instruction include mastery of the keyboard, correct typing techniques, arrangement of business and personal letters, outlining, resumes, centering and setting up records. Speed and accuracy will be increased laying the groundwork for students to prepare quality term papers and research reports while in high school or when moving on to college or the business world.

COURSE SCOPE AND SEQUENCE

| Sequential Unit Description | Associated CPI's to be Achieved | Other Pacing Guide References (By-Week) | Proficiency (Summative) Assessments |
|--|---------------------------------|---|-------------------------------------|
| Unit 1-Understand the Basic Computer Elements | | | |
| Identify all pieces of computer hardware | 8.1.P.A.1 | | |
| Technology Agreement | 8.1.P.A.2 | | • Practical Tests |
| Proper uses of computer software and the Internet. | 8.1.P.A.3 | 1 | • Individual Projects |
| Create new folders for organization of assignments, do nows, and portfolios. | 8.1.P.A.4 | | |
| | | | • mmmm |
| | 8.1.P.A.1 | | |
| Unit 2- Basic Keying Technique | 8.1.P.A.2 | | |
| Building Keyboarding Skill | 8.1.P.A.3 | | • Practical Tests |
| Demonstrate proper touch typing techniques | 8.1.P.A.4 | 10 | • Individual Projects |
| Key home keys using touch control | 8.1.P.A.5 | | • Final Exam |
| Key alphabetic, numeric, and symbol keys using touch control | 8.1.2.A.1 | | |
| | 8.1.2.A.2 | | |
| | 8.1.5.A.2 | | |

8.1.8.A.2

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8.1.P.A.1

8.1.P.A.2

Unit 3- Create, Open, Save Documents

8.1.P.A.3

Open, close, save, and print a MS Word document

8.1.P.A.4

• Practical Tests

Locate and be familiar with toolbars

8.1.P.A.5

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• Individual Projects

Retrieve, delete, print, or rename a document using the file open screen

8.1.2.A.1

8.1.2.A.2

8.1.5.A.2

8.1.8.A.2

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8.1.P.A.1

Unit 4- Understand Microsoft Word Elements

8.1.P.A.2

Utilize the standard toolbar

8.1.P.A.3

Utilize the formatting toolbar

8.1.P.A.4

• Practical Tests

Utilize the drawing toolbar

8.1.P.A.5

1

• Individual Projects

Insert and format graphics

8.1.2.A.1

8.1.2.A.2

8.1.5.A.2

8.1.8.A.2

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Unit 5- Proofreading and Editing Documents

• Practical Tests

Proofread documents

8.1.5.D.1

2

• Individual Projects

Utilize spell and grammar checks

8.1.5.D.2

Utilize the thesaurus

- Final Exam

| | | | |
|---|------------|----|-----------------------|
| | 8.1.5.D.5 | | |
| | 8.1.P.A.1 | | |
| Unit 6- Creating Documents | 8.1.P.A.2 | | |
| Memos | 8.1.P.A.3 | | |
| Personal Business Letters | 8.1.P.A.4 | | • Practical Tests |
| Business Block Letters with professional letter-head | 8.1.P.A.5 | 3 | • Individual Projects |
| MLA Reports | 8.1.2.A.1 | | • Final Exam |
| Resume | 8.1.2.A.2 | | |
| | 8.1.5.A.2 | | |
| | 8.1.8.A.2 | | |
| | NJSLSA.W10 | | |
| Unit 7-Using the Internet to Communicate | | | |
| Utilize the Moodle Program as a way to communicate with the teacher and other students in class. | | | |
| Utilize moodle as an online forum to discuss and solve problems. | 8.1.P.C.1 | | • Practical Tests |
| Utilize email as a tool to communicate and shared/send documents. | 8.1.2.D.1 | 1 | • Individual Projects |
| | 8.1.5.D.2 | | |
| | 8.1.5.D.5 | | |
| Unit 8-Increase Typing Speed | | | • Practical Tests |
| Key text at a minimum of 25 words per minute with four or fewer errors for three consecutive minutes. | NJSLSA.W10 | 10 | • Individual Projects |
| | | | • Final Exam |

CONTENT FOCUS AREA AND COURSE NAME

Course Name: Computer Keyboarding Applications - #1400 and #2401

| Course Number | School Numbers | Course Level | Grads(s) | Credits | Min. Per Week | Elective/Required | Initial Course Adopted |
|---------------|----------------|--------------|----------|---------|---------------|-------------------|------------------------|
| 1400 | 050 | S | 10-12 | 2.50 | 210 | E | 04/21/86 |
| 2401 | 055 | S | 8-9 | 2.50 | 210 | E | 04/21/86 |

Textbooks and Other Resources

Century 21 Keyboarding and Information Processing by Robinson, Hoggatt, et al, South Western Publishing, Copyright 2002

Standards

| | |
|----------------|--|
| TECH.8.1.2.A.1 | Identify the basic features of a digital device and explain its purpose. |
| TECH.8.1.2.A.2 | Create a document using a word processing application. |
| TECH.8.1.2.A.3 | Compare the common uses of at least two different digital applications and identify the advantages and disadvantages of using each. |
| TECH.8.1.2.A.4 | Demonstrate developmentally appropriate navigation skills in virtual environments (i.e., games, museums). |
| TECH.8.1.2.A.5 | Enter information into a spreadsheet and sort the information. |
| TECH.8.1.2.D.1 | Develop an understanding of ownership of print and nonprint information. |
| TECH.8.1.5.D.1 | Understand the need for and use of copyrights. |
| TECH.8.1.5.D.2 | Analyze the resource citations in online materials for proper use. |
| TECH.8.1.5.D.4 | Understand digital citizenship and demonstrate an understanding of the personal consequences of inappropriate use of technology and social media. |
| TECH.8.1.P.A.1 | Use an input device to select an item and navigate the screen. |
| TECH.8.1.P.A.2 | Navigate the basic functions of a browser. |
| TECH.8.1.P.A.3 | Use digital devices to create stories with pictures, numbers, letters and words. |
| TECH.8.1.P.A.4 | Use basic technology terms in the proper context in conversation with peers and teachers (e.g., camera, tablet, Internet, mouse, keyboard, and printer). |
| TECH.8.1.P.A.5 | Demonstrate the ability to access and use resources on a computing device. |
| TECH.8.1.P.C.1 | Collaborate with peers by participating in interactive digital games or activities. |

Grading and Evaluation Guidelines

GRADING PROCEDURES

In terms of proficiency level the East Brunswick grades equate to:

A Excellent - Advanced Proficient

B Good Above Average - Proficient

C Fair - Proficient

D Poor - Minimally proficient

F Failing - Partially Proficient

The following evaluation procedures will be employed to determine student performance.

Projects 50%

Class Participation 25%

Technique/Timed Writing 25%

The final course proficiency grade will be based on students' performance throughout the course based on the identified New Jersey Core Content Standards for career and technical education and consumer, family and life skills (CPI's up to and including grade twelve). Students' individual grades will be based on performance in eight units of instruction: Understanding the Basic computer Elements, Basic Keying Technique, Create, Open, Save Documents, Understand Microsoft Word Elements, Proofreading and Editing Documents, Creating Documents, Change Document Appearance, Increase Typing Speed.

COURSE EVALUATION

Course achievement will be evaluated based on the percent of all pupils who achieve the minimum level of proficiency (final average grade) in the course. Student achievement levels above minimum proficiency will also be reported. Final grades, and where relevant mid-term and final exams, will be analyzed by staff for the total cohort and for sub-groups of students to determine course areas requiring greater support or modification.)

Other Details

62005 Keyboarding (Grades 8-9) #2401

Keyboarding courses provide an introduction to the keyboard (letters, numbers, and symbols), basic machine operation, and proper keystroke technique. As students progress, they improve their speed and accuracy and produce increasingly complex documents. Such courses help students develop keyboard proficiency, document production skills, and problem-solving skills.

12005 Keyboarding (Credits 2.50) #1400

Keyboarding courses provide students with an introduction to the keyboard (letters, numbers, and symbols), basic machine operation, and proper keystroke technique. As students progress, they improve their speed and accuracy and produce increasingly complex documents. Such courses help students develop keyboard proficiency, document production skills, and problem-solving skills.