

# Computer Keyboarding Applications Overview

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

## Cover

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### 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

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## 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
<p>Unit 1-Understand the Basic Computer Elements</p> <p>Identify all pieces of computer hardware</p> <p>Technology Agreement</p> <p>Proper uses of computer software and the Internet.</p> <p>Create new folders for organization of assignments, do nows, and portfolios.</p> <ul style="list-style-type: none"> <li>• mmmm</li> </ul>	<p>8.1.P.A.1</p> <p>8.1.P.A.2</p> <p>8.1.P.A.3</p> <p>8.1.P.A.4</p>	<p>1</p>	<ul style="list-style-type: none"> <li>• Practical Tests</li> <li>• Individual Projects</li> </ul>
<p>Unit 2- Basic Keying Technique</p> <p>Building Keyboarding Skill</p> <p>Demonstrate proper touch typing techniques</p> <p>Key home keys using touch control</p> <p>Key alphabetic, numeric, and symbol keys using touch control</p>	<p>8.1.P.A.1</p> <p>8.1.P.A.2</p> <p>8.1.P.A.3</p> <p>8.1.P.A.4</p> <p>8.1.P.A.5</p> <p>8.1.2.A.1</p> <p>8.1.2.A.2</p>	<p>10</p>	<ul style="list-style-type: none"> <li>• Practical Tests</li> <li>• Individual Projects</li> <li>• Final Exam</li> </ul>

	8.1.5.A.2 8.1.8.A.2 NJSLSA.W10		
Unit 3- Create, Open, Save Documents Open, close, save, and print a MS Word document Locate and be familiar with toolbars Retrieve, delete, print, or rename a document using the file open screen	8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.2.A.1 8.1.2.A.2 8.1.5.A.2 8.1.8.A.2 NJSLSA.W10	1	<ul style="list-style-type: none"> <li>• Practical Tests</li> <li>• Individual Projects</li> </ul>
Unit 4- Understand Microsoft Word Elements Utilize the standard toolbar Utilize the formatting toolbar Utilize the drawing toolbar Insert and format graphics	8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.2.A.1 8.1.2.A.2 8.1.5.A.2 8.1.8.A.2 NJSLSA.W10	1	<ul style="list-style-type: none"> <li>• Practical Tests</li> <li>• Individual Projects</li> </ul>
Unit 5- Proofreading and Editing Documents Proofread documents	8.1.5.D.1	2	<ul style="list-style-type: none"> <li>• Practical Tests</li> <li>• Individual</li> </ul>

Utilize spell and grammar checks	8.1.5.D.2		Projects
Utilize the thesaurus	8.1.5.D.5		- Final Exam
Unit 6- Creating Documents	8.1.P.A.1		
Memos	8.1.P.A.2		
Personal Business Letters	8.1.P.A.3		• Practical Tests
Business Block Letters with professional letter-head	8.1.P.A.4		• Individual Projects
MLA Reports	8.1.P.A.5	3	• Final Exam
Resume	8.1.2.A.1		
	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.	8.1.P.C.1		• Practical Tests
Utilize moodle as an online forum to discuss and solve problems.	8.1.2.D.1	1	• Individual Projects
Utilize email as a tool to communicate and shared/send documents.	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

## 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

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

## Standards

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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

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### 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**

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### **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.