

## **Business Education Planned Course: Keyboarding I**

- State Curriculum Standard: 1.2.11A Read and understand essential content of informational texts and documents in all academic areas
- 1.5.11F Edit writing using the conventions of language: Spell all words correctly, Use capital letters correctly, Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses). □ Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly. □ Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11A Listen to others: Ask clarifying questions, □ synthesize information, ideas and opinions to determine relevancy. Take notes
- 1.6.11F Use media for learning purposes: Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
- 2.2.11A Develop and use computation concepts, operations and procedures with real numbers in problem-solving situations.
- 13.2.11E Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: commitment, communication, dependability, health/safety, laws and regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, material, safety data sheets), personal initiative, self-advocacy, scheduling/time, management team building, technical literacy, technology.

## Business Education Planned Course: Keyboarding I

Unit: **Learn/Review Letter Keys**

Content Standard: **Key all letters of the alphabet accurately and quickly in sentence and paragraph form using word wrap.**

Course Content	Student Performance	Resources	Assessments
A. Learn Correct Technique for Keying Home Keys, Space Bar, and Enter Key	<ul style="list-style-type: none"> <li>Strike each key with proper finger</li> <li>Use thumb for space bar</li> <li>Proper use of enter key</li> <li>Learn to key each new letter with correct finger and technique</li> </ul>	<ul style="list-style-type: none"> <li>Text book: Century 21 Computer Applications and Keyboarding, Eighth edition 2006</li> <li>PC computer</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed skill building assignments: 1F, 1G, 1H</li> </ul>
B. Learn Correct Technique for Keying Letters h, e, i, and r	<ul style="list-style-type: none"> <li>Review and practice reaches learned in previous lesson</li> </ul>	<ul style="list-style-type: none"> <li>Software: Office Professional 2003, CheckPro Century 21</li> </ul>	<ul style="list-style-type: none"> <li>Student keyed skill building assignments: 2B, 2C, 2D, 2E</li> </ul>
C. Learn Correct Technique for Keying Letters o, t, n, and g	<ul style="list-style-type: none"> <li>Increase rate of keying</li> <li>Learn to key each new reach with correct finger and technique</li> </ul>	<ul style="list-style-type: none"> <li>Hewlett Packard Laser Printer</li> </ul>	<ul style="list-style-type: none"> <li>Student keyed skill building assignments: 3B, 3C, 3D, 3E, 3F</li> </ul>
D. Learn Correct Reach Technique for Left Shift, Period, and Letters u and c	<ul style="list-style-type: none"> <li>Review and practice reaches learned in previous lessons</li> <li>Increase rate of keying</li> <li>Learn to key each new reach with correct finger and technique</li> </ul>	<p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>Redo failing grades</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed skill building assignments: 4B, 4C, 4D, 4E, 4F</li> </ul>
E. Learn Correct Reach Technique for w, Right Shift, b, and y	<ul style="list-style-type: none"> <li>Review and practice reaches learned in previous lessons</li> <li>Increase rate of keying</li> </ul>	<p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed skill building assignments: 5B, 5C, 5D, 5E, 5F</li> </ul>

## Business Education Planned Course: Keyboarding I

Course Content	Student Performance	Resources	Assessments
F. Learn Correct Technique for Keying m, x, p, and v	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• Increase rate of keying</li> </ul>		<ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 6B, 6C, 6D, 6E, 6F</li> </ul>
G. Learn Correct Reach Technique for q, Comma, z, and Colon	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• increase rate of keying</li> <li>• Learn to key sentences in block paragraph format</li> </ul>		<ul style="list-style-type: none"> <li>• Student keyed skill building assignments: 7B, 7C, 7D, 7E, 7F</li> </ul>
H. Learn Correct Reach Technique for Caps Lock, Question mark, Hyphen, Quotation Mark, Tab Key, and Apostrophe	<ul style="list-style-type: none"> <li>• Learn to key each new reach with correct finger and technique</li> <li>• Review and practice reaches learned in previous lessons</li> <li>• increase rate of keying</li> <li>• Learn to key sentences in block paragraph format</li> <li>• Learn to key indented paragraphs using word wrap</li> </ul>		<ul style="list-style-type: none"> <li>• Student-keyed skill building assignments: 8B, 8C, 8D,</li> <li>• 8E</li> </ul>

## Business Education Planned Course: Keyboarding I

Unit: **Build and Improve Keyboarding Technique, Speed and Communication Skills**

Content Standard: **Increase speed, and accuracy through a series of isolated practice exercises.**

Course Content	Student Performance	Resources	Assessments
A. Proper Response Patterns to Gain Speed and Key From Script Copy	<ul style="list-style-type: none"> <li>Practice technique response patters</li> <li>Use function keys quickly to improve speed</li> <li>Key words as words rather than letter by letter</li> <li>Key the letters of one-hand words steadily and evenly</li> </ul>	<ul style="list-style-type: none"> <li>Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006</li> <li>PC computer</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed skill building assignments: 9B, 9C, 9D, 9E</li> </ul>
B. Double Letters, Balanced Hands, Shift Keys, and Space Bar Technique to Build Straight-Copy Speed and Control	<ul style="list-style-type: none"> <li>Practice technique response patterns</li> <li>Use a combination of word and letter response patterns</li> </ul>	<ul style="list-style-type: none"> <li>Software: Office Professional 2003, CheckPro Century 21</li> </ul>	<ul style="list-style-type: none"> <li>Student keyed skill building assignments: 10B, 10C, 10D, 10E</li> </ul>
C. Selected Proofreader's Marks: Insert, Add Space, Transpose, Delete, Close Up, and Capitalize	<ul style="list-style-type: none"> <li>Accurately key sentences applying changes indicated by proofreader's marks</li> <li>Accurately key paragraphs in straight copy, script, and rough draft form</li> <li>Master difficult reaches</li> </ul>	<ul style="list-style-type: none"> <li>Hewlett Packard Laser Printer</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed skill building assignments: 11B, 11C, 11D, 11E</li> </ul>
D. Keying Technique to Build Straight-Copy Speed and Control	<ul style="list-style-type: none"> <li>Improve keying accuracy</li> <li>Improve keying speed using timed writings</li> </ul>	<p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>Redo failing grades</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed skill building assignments 12B, 12C, 12D, 12E</li> </ul>
E. Keyboarding used to Improve/Reinforce Listening, Reading, Speaking, Writing Skills	<ul style="list-style-type: none"> <li>Recognize, punctuate, key simple/compound/complex sentences</li> <li>Apply punctuation skills when composing sentences</li> </ul>	<p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>Communication skills activities 1, 2, 3, 4</li> </ul>

## **Business Education Planned Course: Keyboarding I**

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Unit: **Learn/Review Number Keys**

Content Standard: **Increase speed and accuracy of number and letter keys.**

Course Content	Student Performance	Resources	Assessments
A. Technique for Keying Numbers 8, 1, 4, 9, 0	<ul style="list-style-type: none"> <li>Strike each key with the proper finger</li> <li>Incorporate number reaches with previously learned letter reaches</li> </ul>	<ul style="list-style-type: none"> <li>Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed skill building assignments: 13B, 13C, 13D, 13E, 13F</li> </ul>
B. Technique for Keying Numbers 5, 7, 3, 6, 2	<ul style="list-style-type: none"> <li>Strike each key with the proper finger</li> <li>Incorporate number reaches with previously learned letter reaches</li> </ul>	<ul style="list-style-type: none"> <li>PC computer</li> <li>Software: Office Professional 2003, CheckPro Century 21</li> </ul>	<ul style="list-style-type: none"> <li>Student keyed skill building assignments: 14B, 14C, 14D, 14E, 14F</li> </ul>
C. Capitalization Rules	<ul style="list-style-type: none"> <li>Use keyboarding skills to read, learn, and apply capitalization rules in sentences</li> <li>Student-composed sentences using capitalization rules correctly</li> </ul>	<ul style="list-style-type: none"> <li>Hewlett Packard Laser Printer</li> </ul> <p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>Redo failing grades</li> </ul> <p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>Communication skills activities 1, 2, and 3</li> </ul>

## Business Education Planned Course: Keyboarding I

Unit: **Learn/Review Symbol Keys**

Content Standard: **Accurately incorporate symbols in keyed copy with correct spacing while utilizing word processing commands.**

Course Content	Student Performance	Resources	Assessments
A. Control of /, \$, !, %, <, > Keys	<ul style="list-style-type: none"> <li>Strike each symbol with proper finger</li> <li>Incorporate symbol reaches with previously learned letter reaches</li> <li>Apply correct spacing rules before/after symbols</li> </ul>	<ul style="list-style-type: none"> <li>Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006</li> <li>PC computer</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed skill building assignments: 17B, 17C, 17D, 17E</li> </ul>
B. Control of #, &, +, @, and (, )	<ul style="list-style-type: none"> <li>Strike each symbol with proper finger</li> <li>Incorporate symbol reaches with previously learned letter reaches</li> <li>Apply correct spacing rules before/after symbols</li> </ul>	<ul style="list-style-type: none"> <li>Software: Office Professional 2003, CheckPro Century 21</li> <li>Hewlett Packard Laser Printer</li> </ul>	<ul style="list-style-type: none"> <li>Student keyed skill building assignments: 18B, 18C, 18D</li> </ul>
C. Control of =, _, \, *, [, ]	<ul style="list-style-type: none"> <li>Strike each symbol with proper finger</li> <li>Incorporate symbol reaches with previously learned letter reaches</li> <li>Apply correct spacing rules before/after symbols</li> </ul>		<ul style="list-style-type: none"> <li>Student-keyed skill building assignments: 19C, 19D</li> </ul>
D. Rules for Keying Numbers	<ul style="list-style-type: none"> <li>Use keyboarding skills to read, learn, and apply number rules in sentences</li> </ul>	<p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>Redo failing grades</li> </ul> <p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>Communication skills activities 1, 2, and 3</li> </ul>

## Business Education Planned Course: Keyboarding I

Unit: **Learn Word Processing Skills**

Content Standard: **Accurately incorporate word processing commands in keyed copy.**

Course Content	Student Performance	Resources	Assessments
A. Word Processing Commands used in Formatting Copy. (Insert, Typeover, Underline, Italic, Bold Left, Center, Right, Undo, Redo, Hyphenation, Spellcheck, View, Zoom, Hard Page Break, Tabs)	<ul style="list-style-type: none"> <li>Apply basic word processing features to format documents</li> </ul>	<ul style="list-style-type: none"> <li>Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006</li> <li>PC computer</li> <li>Software: Office Professional 2003, CheckPro Century 21</li> <li>Hewlett Packard Laser Printer</li> </ul> <p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>Redo failing grades</li> </ul> <p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>Student word processing activities 1 through 10</li> </ul>

## Business Education Planned Course: Keyboarding I

Unit: **Learn to Format Memos and E-mails**

Content Standard: **Correctly format and key interoffice memo and e-mail messages, applying word processing commands.**

Course Content	Student Performance	Resources	Assessments
<p>A. Correct Format for an Interoffice Memo</p> <p>B. Correct Format for an E-mail Message</p> <p>C. Word Processing Commands used in Formatting Copy</p> <ul style="list-style-type: none"> <li>• Margins</li> <li>• Line spacing</li> <li>• Window/orphan</li> <li>• Indentation</li> <li>• Page numbers</li> </ul>	<ul style="list-style-type: none"> <li>• Key interoffice memos in proper format noting distinctive features</li> <li>• Key e-mail messages in proper format</li> <li>• Apply word processing features to format documents</li> </ul>	<ul style="list-style-type: none"> <li>• Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006</li> <li>• PC computer</li> <li>• Software: Office Professional 2003, CheckPro Century 21</li> <li>• Hewlett Packard Laser Printer</li> <li>• PowerPoint presentation</li> </ul> <p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>• Redo failing grades</li> </ul> <p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>• Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>• Student-keyed interoffice memos 22B</li> <li>• Student keyed e-mail messages 23B and 24B</li> <li>• Student word processing activities 1 through 9</li> </ul>

## **Business Education Planned Course: Keyboarding I**

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Unit: **Learn to Format Unbound Reports**

Content Standard: **Correctly format and key an unbound report using appropriate word processing commands**

Course Content	Student Performance	Resources	Assessments
<p>A. Format and Key Unbound Reports Using:</p> <ul style="list-style-type: none"> <li>Headings</li> <li>Internal spacing</li> <li>Page numbers</li> <li>Textual citation</li> <li>Reference list</li> </ul>	<ul style="list-style-type: none"> <li>Identify different facets of an unbound report</li> <li>Type report parts with correct internal spacing</li> <li>Process an unbound report in proper format using spellcheck feature to proofread and correct errors</li> </ul>	<ul style="list-style-type: none"> <li>Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006</li> <li>PC computer</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed documents 25C, 26B, 27B</li> </ul>
<p>B. Rules Applying to Pronoun Usage</p>	<ul style="list-style-type: none"> <li>Use pronouns correctly in sentences</li> </ul>	<ul style="list-style-type: none"> <li>Software: Office Professional 2003, CheckPro Century 21</li> </ul>	<ul style="list-style-type: none"> <li>Communication Skills Activities 1 through 4</li> </ul>
<p>C. Word Processing Commands used in Formatting Copy:</p> <ul style="list-style-type: none"> <li>Select</li> <li>Cut</li> <li>Copy</li> <li>Paste</li> <li>Center page</li> <li>Command</li> <li>Envelopes</li> </ul>	<ul style="list-style-type: none"> <li>Apply word processing commands in formatting documents</li> </ul>	<ul style="list-style-type: none"> <li>Hewlett Packard Laser Printer</li> <li>PowerPoint presentation</li> </ul> <p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>Redo failing grades</li> </ul> <p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>Student Word Processing activities 1 through 6</li> </ul>

## Business Education Planned Course: Keyboarding I

Unit: **Learn to Format Personal-Business Letters**

Content Standard: **Correctly format and accurately key personal and business letters applying word processing commands.**

Course Content	Student Performance	Resources	Assessments
<p>A. Format and Key Personal/Business Letters With:</p> <ul style="list-style-type: none"> <li>• Return address</li> <li>• Date</li> <li>• Letter address</li> <li>• Salutation</li> <li>• Body</li> <li>• Complimentary close</li> <li>• Writer's name</li> <li>• Reference initials</li> <li>• Attachment/enclosure</li> </ul>	<ul style="list-style-type: none"> <li>• Identify different facets of a personal/business letter</li> <li>• Type letters with correct internal spacing</li> <li>• Type letters with open/mixed punctuation</li> <li>• Type letters with appropriate notations</li> </ul>	<ul style="list-style-type: none"> <li>• Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006</li> <li>• PC computer</li> <li>• Software: Office Professional 2003, CheckPro Century 21</li> <li>• Hewlett Packard Laser Printer</li> <li>• PowerPoint presentation</li> </ul> <p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>• Redo failing grades</li> </ul> <p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>• Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>• Student keyed documents 28B, 29B, 30B</li> </ul>

## Business Education Planned Course: Keyboarding I

Unit: **Learn to Format Tables**

Content Standard: **Correctly format and accurately key all facets of a table.**

Course Content	Student Performance	Resources	Assessments
<p>A. Word Processing</p> <p>Commands used in Formatting Copy:</p> <ul style="list-style-type: none"> <li>• Insert table</li> <li>• Insert/delete rows/columns</li> <li>• Join cells</li> <li>• Change column width</li> <li>• Change table format</li> <li>• Center tables horizontally/vertically</li> <li>• Sort tables</li> <li>• Change row height</li> <li>• Vertical alignment</li> </ul>	<ul style="list-style-type: none"> <li>• Apply word processing commands in formatting documents</li> <li>• Apply word processing commands in formatting document with tables</li> </ul>	<ul style="list-style-type: none"> <li>• Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006</li> <li>• PC computer</li> <li>• Software: Office Professional 2003, CheckPro Century 21</li> <li>• Hewlett Packard Laser Printer</li> <li>• PowerPoint presentation</li> </ul> <p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>• Redo failing grades</li> </ul> <p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>• Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>• Student Word Processing activities 1 through 9</li> </ul>

## Business Education Planned Course: Keyboarding I

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Unit: **Learn to Format Tables**

Content Standard: **Correctly format and accurately key all facets of a table.**

Course Content	Student Performance	Resources	Assessments
<p>A. Placement/Arrangement of Basic Table Parts:</p> <ul style="list-style-type: none"> <li>Main heading</li> <li>Secondary heading</li> <li>Column heading</li> <li>Horizontal/vertical placement</li> <li>Column width</li> <li>Alignment; left, center, right, decimal</li> </ul>	<ul style="list-style-type: none"> <li>Format and key tables with various features</li> <li>Spacing and align text as appropriate</li> <li>Make independent decisions about table formatting features</li> <li>Apply skills learned to formatting tables with 2-, 3-, and 4-column tables</li> </ul>	<ul style="list-style-type: none"> <li>Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006</li> <li>PC computer</li> <li>Software: Office Professional 2003, CheckPro Century 21</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed activities 31B, 32B, 33C, 34B</li> </ul>
<p>B. Rules Regarding Subject/Verb Agreement</p>	<ul style="list-style-type: none"> <li>Use keyboarding skills to read, learn and apply rules regarding subject/verb agreement</li> <li>Student-composed sentences apply grammar rules correctly</li> </ul>	<ul style="list-style-type: none"> <li>Hewlett Packard Laser Printer</li> <li>PowerPoint presentation</li> </ul>	<ul style="list-style-type: none"> <li>Communication skills Activities 1, 2, and 3</li> </ul>
<p>C. Review Formatting Arrangements for:</p> <ul style="list-style-type: none"> <li>E-mail messages</li> <li>Memos</li> <li>Personal/business letters</li> <li>Tables</li> <li>Reports</li> </ul>	<ul style="list-style-type: none"> <li>Format and key various documents with correct internal spacing and appropriate use of document parts</li> </ul>	<p><b><u>Remediation:</u></b></p> <ul style="list-style-type: none"> <li>Redo failing grades</li> </ul> <p><b><u>Enrichment:</u></b></p> <ul style="list-style-type: none"> <li>Do grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>Student-keyed activities 35B, 36B, 37B</li> <li>Student assessment test 38C, 39B, 40C</li> </ul>