Business Education Planned Course: Keyboarding II

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 II

Unit: **Learn to Format Tables**

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

Course Content	Student Performance	Resources	Assessments
A. Use the Following Word Processing Commands in Formatting Copy: • Insert table • Insert/delete rows/columns • Join cells • Change column width • Change table format • Center tables horizontally/vertically • Sort tables • Change row height • Vertical alignment	• Apply word processing commands in formatting documents • Apply word processing commands in formatting document with tables	• Text book: Century 21 Computer Applications and Keyboarding, Eighth edition 2006 • PC computer • Software: Office Professional 2003, CheckPro Century 21 • Hewlett Packard Laser Printer	• Student word processing activities 1 through 9
B. Placement/Arrangement of Basic Table Parts: • Main/secondary heading • Column heading • Horizontal/vertical placement • Column width • Alignment; left, center, right, decimal	• Format and key tables with various features • Space/align text as appropriate • Make independent decisions about table formatting features • Apply skills learned to formatting tables with 2, 3, 4, column tables	• PowerPoint presentation **Remediation:** • Redo failing grades **Enrichment:** • Do grammar skills	

Course Content	Student Performance	Resources	Assessments
C. Rules Regarding Subject/Verb Agreement	• Use keyboarding skills to read/learn/apply rules regarding subject/verb agreement • Apply grammar rules correctly in student-composed sentences		
D. Review Formatting Arrangements for: • E-mail messages • Memos • Personal/business letters • Tables • Reports	• Format and key various documents with correct internal spacing and appropriate use of document parts		

Business Education Planned Course: Keyboarding II

Unit: **Improve and Extend Keyboarding/Computer Skills and Knowledge in Formatting and Producing Documents**

Content Standard: **Accurately and rapidly format and key business documents making decisions, prioritizing assignments, and using word processing features.**

Course Content	Student Performance	Resources	Assessments
A. Special E-Mail Parts: • Address list • Copies • Attachments • Forward • Reply • Distribution list	• Format and key e-mail messages with special features	• Text book: Century 21 Computer Applications and Keyboarding, Eighth edition 2006 • PC computer	• Student-keyed activities 44B
B. Special Memo Parts: • Copy notations • Attachment/enclosure • Distribution list	• Format and key memos with special features	• Software: Office Professional 2003, CheckPro Century 21	• Student-keyed documents 45B, 46B
C. Rules Regarding Line-Ending Punctuation: • Period • Exclamation point • Question mark	• Using keyboarding skills to read, learn, and apply rules regarding line-ending punctuation • Student-composed text applying line-ending punctuation rules correctly	• Hewlett Packard Laser Printer • PowerPoint presentation	• Student-keyed Activities 1 through 4
D. Learn/Use the Following Word Processing Commands in Formatting Copy: Margins, Spacing, Left/Hanging Indent, Alignment, Copying Text, Insert File, Footnotes/Endnotes, Superscript, Bullets, Numbering, Dot Lead Tab	• Apply word processing commands to enhance documents	**Remediation:** • Redo failing grades **Enrichment:** • Do grammar skills	• Student word processing activities 1 through 9

Business Education Planned Course: Keyboarding II

Unit: **Extend Keyboarding/Computer Skills and Knowledge in Formatting Bound Report**

Content Standard: **Accurately and rapidly format and key bound reports using word processing features.**

Course Content	Student Performance	Resources	Assessments
A. Special Bound Report Features: • Margins • Page numbering • Long Quotations • Enumerated items • Headings • Title page • Table of contents • Textual citation • Endnotes, footnotes • References page • Bulleted items titles	• Format and key bound reports with special features • Key reports with appropriate internal spacing • Prepare bound reports with title page • Prepare bound report with table of contents page	• Text book: Century 21 Computer Applications and Keyboarding, Eighth edition 2006 • PC computer • Software: Office Professional 2003, CheckPro Century 21	• Student-keyed documents 47B, 48B, 49JB, 50C, 51B, 52B, 52C
B. Grammar Rules Regarding Use of Commas: • Introductory phrases • Series • Direct quotations • Apposition • Direct address • Nonrestrictive clauses	• Use keyboarding skills to read, learn, and apply grammar rules regarding the use of the comma as punctuation • Apply punctuation rules for the comma in student-composed text	• Hewlett Packard Laser Printer • PowerPoint presentation **Remediation:** • Redo failing grades	• Student-keyed Activities 1 through 3
C. Word Processing Commands used in Formatting Copy: Insert Date, Macro, Navigate a Document	• Apply word processing commands to enhance documents and increase production	**Enrichment:** • Do grammar skills	• Student word processing activities 1 through 4

Business Education Planned Course: Keyboarding II

Unit: **Extend Keyboarding/Computer Skills and Knowledge in Formatting Business Letters**

Content Standard: **Accurately and rapidly format and key business letters using word processing features.**

Course Content	Student Performance	Resources	Assessments
A. Special Business Letter Features: • Attention line • Subject line • Reference initials • Attachment/enclosure • Copy notation • Blind copy notation • USPS address style • Second-page heading	• Format and key business letters with special features • Key business letters with appropriate internal spacing • Prepare letter addresses/envelopes using USPS format	• Text book: Century 21 Computer Applications and Keyboarding, Eighth edition 2006 • PC computer • Software: Office Professional 2003, CheckPro Century 21	• Student-keyed documents 55B, 55D, 56B, 57B, 58B, 59B, 59C • Student word processing activities 1 through 6
B. Word Processing Commands used in Formatting Copy: • Tables • Split/join cells • Shading • Borders • Gridlines	• Apply word processing commands to enhance documents and increase production	• Hewlett Packard Laser Printer • PowerPoint presentation **Remediation:** • Redo failing grades **Enrichment:** • Do grammar skills	

Business Education Planned Course: Keyboarding II

Unit: **Extend Keyboarding/Computer Skills and Knowledge in Formatting Enhanced Tables**

Content Standard: **Accurately and rapidly format and key tables using word processing features.**

Course Content	Student Performance	Resources	Assessments
A. Format and Key Tables with Special Features: • Vertical/horizontal placement • Column width/row height • Vertical/horizontal alignment • Delete/insert rows/columns • Join/split cells • Shading • Borders • Sorting	• Format and key tables with special features • Use word processing commands to reconfigure data in tables • Use word processing commands to merge tables with other business documents • Key tables with increased speed and confidence • Use decision-making skills to enhance the appearance of the business document	• Text book: Century 21 Computer Applications and Keyboarding, Eighth edition 2006 • PC computer • Software: Office Professional 2003, CheckPro Century 21 • Hewlett Packard Laser Printer	• Student-keyed documents 60C, 61C, 62C, 62D, 63B, 64B
B. Grammar Rules Regarding Use of Commas/Colons in Sentences: Separate City from State, Separate Day from Year, Parallel Adjectives, Unrelated Groups of Figures, Enumeration, Introduce Question/Quotation, Separate Hours/Minutes	• Use keyboarding skills to read, learn and apply grammar rules regarding the use of the comma and colon in text • Apply punctuation rules for the comma/colon in student-composed text	• PowerPoint presentation **Remediation:** • Redo failing grades	• Communication skills activities 1, 2, and 3
C. Formatting Arrangements for: E-Mail Messages, Memos, Personal-Business Letters, Tables, Reports	• Format and key various documents with correct internal spacing and appropriate use of document parts	**Enrichment:** • Do grammar skills	• Student-keyed activities 65B, 66B, 67B • Student assessment test 68C, 69B, 70B

Business Education Planned Course: Keyboarding II

Unit: **Workplace Simulation**

Content Standard: **Use format knowledge and decision-making skills to process documents learned to date.**

Course Content	Student Performance	Resources	Assessments
A. Key Combination of Business Documents Learned to Date: • E-mail messages • Memos • Business letters • Personal-business letters • Tables • Reports	• Apply knowledge of documents formats • Demonstrate ability to prepare documents from script/rough draft copy • Follow general directions to complete a variety of tasks • Apply word processing features • Work with little supervision • Evaluate and proofread work	• Text book: Century 21 Computer Applications and Keyboarding, Eighth edition 2006 • PC computer • Software: Office Professional 2003, CheckPro Century 21 • Hewlett Packard Laser Printer **Remediation:** • Redo failing grades **Enrichment:** • Do grammar skills	• Student-keyed documents 71-75