

CURRICULUM OVERVIEW

Keyboarding and Applications

Career and Technical Education Series



Table of Contents

KEYBOARDING AND APPLICATIONS COURSE OVERVIEW 1
UNIT 1: COMPUTER HARDWARE 1
UNIT 2: KEYBOARDING 1
UNIT 3: COMPUTER OPERATING SYSTEMS 2
UNIT 4: WORD PROCESSING 2
UNIT 5: PRESENTATION TECHNOLOGY..... 2
UNIT 6: INTERNET 2
UNIT 7: COMMUNICATION SKILLS 3
UNIT 8: COURSE REVIEW AND EXAM 3

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.

Keyboarding and Applications Course Requirements

- **word-processor software**
- **presentation software**

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	

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

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

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

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