Computer Applications

(Keyboarding)

WASHINGTON TECHNOLOGY MAGNET MIDDLE SCHOOL

Ms. Brentwood – Computer Lab 4460

DESCRIPTION: This course is designed for beginning students to correct bad habits and develop good keyboarding and basic computer skills for personal, vocational, or college bound use. The major objective is to learn the touch method of keyboarding. Emphasis will be placed on learning proper fingering techniques, building speed and accuracy, and producing/publishing a minimum of a one-page document in a single sitting while demonstrating sufficient command of keyboarding skills. (Internet Safety and Plagiarism will also be addressed)

COURSE OUTLINE:

1. TOUCH METHOD OF KEYBOARDING

Software: MicroType Pro for Mac (Southwestern) and Keyboardingonline.com (Ellsworth Publishing)

1. Home Row Keys
2. Letter Keys
3. Punctuation Keys
4. Function Keys (Shift/Tab/Caps Lock)
5. BUILDING SPEED AND ACCURACY
6. Skill Building – Software: Keyboardingonline.com
7. Timed Writings – 1 and 2 minute
8. WORD PROCESSING FUNCTIONS
9. Toolbars (Standard, Formatting, Drawing)
10. Page Setup (Margins)
11. Line Spacing (Single/Double)
12. Alignment (Left, Right, Center, Justify)
13. Font (Size/Style)
14. Word Art/Pictures/Fill Color/Font Color
15. Copying/Saving/Inserting Graphics
16. Page Numbering
17. Proofreading/Print Preview/Print

GRADING: Students grades will be determined using the guidelines below

|  |  |  |
| --- | --- | --- |
| Proficiency  Level | Score Entered  Into CAMPUS Grade book | What the word/score means |
| Exceeds proficiency  (Exceeds standards based learning goal) | 4 | Student work goes above and beyond the criteria for meeting the learning goal. |
| Proficient  (Meets standards based learning goal) | 3 | Student work meets the learning goal. It is proficient work that demonstrates the essential skills and knowledge of the learning goal. |
| Close to Proficient | 2 | Student work demonstrates progress toward the learning goal and is close to demonstrating proficiency. |
| Beginning  (Does not meet standards based learning goal) | 1 | Student work demonstrates minimal progress toward meeting the learning goal. |
| No Score Given  (No evidence) | 0 | Student has shown insufficient evidence to gauge progress toward the learning goal. |

GENERAL KEYBOARDING SPEED AND ACCURACY GOALS:

|  |  |  |  |
| --- | --- | --- | --- |
| **% GRADE** | **NUMBER**  **GRADE** | **1 MIN**  **KEYBOARDING SPEED** | **1 MIN**  **ERRORS ALLOWED** |
| 90-100 | 4 | 28-32+ Words per min | 4 |
| 80-89 | 3 | 22-27 Words per min | 3 |
| 70-79% | 2 | 19-21 Words per min | 2 |
| 60-69% | 1 | 15-18 Words per min | 1 |

|  |  |  |  |
| --- | --- | --- | --- |
| **% GRADE** | **NUMBER**  **GRADE** | **2 MIN**  **KEYBOARDING SPEED** | **2 MIN**  **ERRORS ALLOWED** |
| 90-100 | 4 | 36-43+ Words per min | 4 |
| 80-89 | 3 | 29-35 Words per min | 3 |
| 70-79% | 2 | 24-28 Words per min | 2 |
| 60-69% | 1 | 20-23 Words per min | 1 |