

BU7480/ HS Keyboarding Syllabus

Course Title----- HS Keyboarding
 Course Number----- BU7480
 Grades:----- 09-12
 High School Credit Value:----- 0.5
 Prerequisites:-----

Course Length:----- Regular courses: 17 weeks
 CR: 9-17 weeks.

Course Time:----- Regular courses: 17 week schedule: 75 - 90
 minutes per school day (6-7.5 hours per
 week)
 Credit Retrieval: 75 - 90 minutes per
 school day (6-7.5 hours per week) until
 course completion.

{ Course Description }

Keyboarding by touch is a necessary requirement in today's technology driven world. In this course the student will learn the alphabetic keyboard and the self-evaluation technique process to develop a usable skill that can be integrated with other course work to enhance learning. Emphasis is placed on the relationship of ergonomics and the successful development of this skill. Students who follow the procedures and practice each day will begin to develop a useful method of communication.

The student will be able to key by touch the alphabetic keyboard.

The student will recognize the relationship between ergonomics and proper skill development.

The student will be able to equate skill improvement with concentrated corrective practice.

The student will develop the basis of a life-long skill for personal and career use.

This course helps meet the state minimum requirements of 5.5 elective credits. Please check with your district for more specific requirements.

Course Materials:

Internet & Typingace.com

State Alignments

Washington State Standards guided the design of the course. Learning expectations are found within the course itself.

High School Keyboarding Standards:

1	Learn to Keyboard at a minimum of 35 wpm with no more than 1 error.	1-7
2	Word Processing: Interpret and demonstrate how to format and type Reports, Letters, and Memos.	8-12
3	Word Processing: Interpret and demonstrate how to format and type Resumes, tables and Flyers	13-15
4	Learn to use the numeric keypad.	16
5	Career Awareness: Investigate and demonstrate knowledge of various business career opportunities.	13, 17
6	Internet Basics: Identify and apply digital citizenship	1
7	Discuss proper techniques and ergonomics in the workplace.	1

Course Outline

17 Week Schedule:

Complete 1 unit each week.

Unit 1 Ergonomics, Techniques & Beginner Course

Unit 2 Beginner Course

Unit 3 Intermediate Course

Unit 4 Advanced Course

Unit 5 Specialty Lessons

Unit 6 Specialty Lessons
Unit 7 News Headline Lessons
Unit 8 Practice, Word processing, Reports 1 & 2
Unit 9 Practice, Report 3 & Report 4
Unit 10 Practice, Letter 1 & Letter 2
Unit 11 Practice, Letter 3 & Letter 4
Unit 12 Practice, Memo 1 & Memo 2
Unit 13 Practice, Resume 1 and Resume 2
Unit 14 Practice, Table 1 & Table 2
Unit 15 Practice, Flyer 1 & Flyer 2
Unit 16 Symbols, Numeric Keypad & Numeric Keypad Timings
Unit 17 Project 1 & Project 2

12 Week Schedule:

Unit 1 Ergonomics, Techniques & Beginner Course (1 week)
Unit 2 Beginner Course (1/2 week)
Unit 3 Intermediate Course (1/2 week)
Unit 4 Advanced Course (1/2 week)
Unit 5 Specialty Lessons (1/2 week)
Unit 6 Specialty Lessons (1/2 week)
Unit 7 News Headline Lessons (1/2 week)
Unit 8 Practice, Word processing, Reports 1 & 2 (1 week)
Unit 9 Practice, Report 3 & Report 4 (1 week)
Unit 10 Practice, Letter 1 & Letter 2 (1/2 week)
Unit 11 Practice, Letter 3 & Letter 4 (1/2 week)
Unit 12 Practice, Memo 1 & Memo 2 (1/2 week)
Unit 13 Practice, Resume 1 and Resume 2 (1 week)
Unit 14 Practice, Table 1 & Table 2 (1/2 week)
Unit 15 Practice, Flyer 1 & Flyer 2 (1 week)
Unit 16 Symbols, Numeric Keypad & Numeric Keypad Timings (1week)
Unit 17 Project 1 & Project 2 (1 week)

Course Work

What will students do in this course:

1. Print the LPC (Learning Plan Contract) and follow the weekly plan for submitting assignments.
2. Design a weekly work schedule that includes at least 5 hours of working in this course.
3. Complete and submit assignments, quizzes, exams and projects. Both formative and summative assessments are used throughout the course.

Instructor is available for weekly office hours, chat, email or phone calls. Weekly office hours are posted on the Units page.

Grading

Students are allowed to revise and resubmit work to meet standards.

Occupational Credit:

This course may qualify for *occupational credit. Please consult your school counselor for further clarification.

*Please note that FLA901 (Sign Language) does not qualify for occupational credit.