

Business & Computer Studies Standards

Computer Keyboarding

Prerequisite: None

Recommended Grade Levels: 9 – 12

Credit: .5 each semester

Course Description for Computer Keyboarding

This course is designed to teach the proper operation of the keyboard by touch. The student is also introduced to some personal and business applications such as centering, tabulation, correspondence, reports and outlines. This course provides personal-use skills for computer keyboarding as well as meeting the needs of a college-bound student. It is also the foundation course for students who will use the keyboard as a career and technical skill in word processing, data entry, etc.

COURSE STANDARDS (Power Standards are identified in bold)

Upon completion of these courses, students will be able to:

- Demonstrate correct sitting position at computer and keyboard
- Exhibits wrist position
- **Demonstrate appropriate techniques for all key reaches**
- **Keeps eyes on copy**
- Formats letters
- Formats memos
- Formats manuscripts/reports
- Formats tabulated documents
- Key from rough draft and handwritten letters, reports, and statistical materials
- **Produces error free documents**
 - Error-free document = 3
 - 90% accuracy = 2
 - 80% accuracy = 1
 - 70% accuracy = 0
- Keyboards 3 minutes - at least 35 words per minute within 5 errors. If so, the score would be "3". If less, leave blank.
- Demonstrates writing skills
- Define terms related to hardware and software systems
- Identify the major components of hardware systems
- Manage files (i.e., naming, storing, deleting directories/folders)
- Describe the objects on the Windows desktop
- Recover a deleted file from the Recycle Bin
- Use acceptable standards for grammar, mechanics, and word usage
- **Apply a variety of specific proofreading techniques to identify and correct errors**
- Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous