

Course Description:

Keyboarding (1 of 1) focuses on the skills needed to improve typing speed and accuracy in order to format, type, and edit letters, articles, and reports. Topics include the proper hand and finger placement, posture, the touch-typing technique, file management, and reliable electronic sources, as well as keyboarding and computer terminology. Course projects include a log to track typing progress and typing a research article.

Course Objectives:

- Describe and use a computer and its parts appropriately to complete a task.
- Recognize and avoid safety hazards in the computer lab.
- Understand computer files and how they work by saving, retrieving, deleting, and printing files.
- Demonstrate proper posture and finger placement while typing.
- Utilize voice to text on a device.
- Use the keys on the keyboard to increase typing speed and accuracy.
- Type single letters, groups of letters, words, numbers, symbols, punctuations, and special keys on the keyboard.
- Type and edit typed tasks on the computer.
- Use correct formatting and typography guidelines on a task.
- Use electronic sources.
- Type capital and lowercase letters.
- Type complete sentences, paragraphs, and series of paragraphs correctly.
- Use arrow keys and shortcut commands.

Required Materials:

- printer
- printer paper
- Typing Log worksheet
- voice typing software
- word processing software

Course Overview:

Unit 1: Computer and Keyboarding Basics

- **Lesson 1: Computer Basics and Lab Safety**
 - Activity 1: Instruction: Know the Parts of a Computer
 - Activity 2: Practice: Know the Parts of a Computer
 - Activity 3: Instruction: Be Safe in the Computer Lab
 - Activity 4: Practice: Be Safe in the Computer Lab
 - Activity 5: Checkpoint: Computer Basics and Lab Safety
- **Lesson 2: Keyboarding Basics**
 - Activity 1: Warm-Up: Review Computer Parts and Safety
 - Activity 2: Instruction: Recognize Keyboarding Vocabulary
 - Activity 3: Practice: Recognize Keyboarding Vocabulary
 - Activity 4: Instruction: Correct Posture and Finger Placement
 - Activity 5: Practice: Correct Posture and Finger Placement
 - Activity 6: Checkpoint: Keyboarding Basics

- **Lesson 3: Voice Typing and File Management**
 - Activity 1 : Warm-Up: Review Finger Placement
 - Activity 2: Instruction: Recognize the Use of Voice Typing
 - Activity 3: Practice: Recognize the Use of Voice Typing
 - Activity 4: Instruction: Manage Computer Files
 - Activity 5: Practice: Manage Computer Files
 - Activity 6: Checkpoint: Voice Typing and File Management
 - Activity 7: Project: Improve Your Typing

Unit 2: Type Using the Home Row Keys

- **Lesson 4: Type Letters on the Home Row**
 - Activity 1: Warm-Up: Save, Retrieve, and Delete Files
 - Activity 2: Instruction: Type with Right Hand, Home Row
 - Activity 3: Practice: Type with Right Hand, Home Row
 - Activity 4: Instruction: Type with Left Hand, Home Row
 - Activity 5: Practice: Type with Left Hand, Home Row
 - Activity 6: Checkpoint: Type Letters on the Home Row
- **Lesson 5: Type the Home Row and Capital Letters**
 - Activity 1: Warm-Up: Type Letters on the Home Row
 - Activity 2: Instruction: Type with Both Hands on the Home Row
 - Activity 3: Practice: Type with Both Hands on the Home Row
 - Activity 4: Instruction: Type Capital Letters
 - Activity 5: Practice: Type Capital Letters
 - Activity 6: Checkpoint: Type the Home Row and Capital Letters
- **Lesson 6: Type Letters Above the Home Row**
 - Activity 1: Warm-Up: Type Capital Letters on the Home Row
 - Activity 2: Instruction: Type with Right Hand, Above Home Row
 - Activity 3: Practice: Type with Right Hand, Above Home Row
 - Activity 4: Instruction: Type with Left Hand, Above Home Row
 - Activity 5: Practice: Type with Left Hand, Above Home Row
 - Activity 6: Checkpoint: Type Letters Above the Home Row
 - Activity 7: Project: Improve Your Typing - Log 1
 - Activity 8: Project: Improve Your Typing - Log 1 Submit

Unit 3: Type the Alphabet Keys and Punctuation

- **Lesson 7: Type Words Using Punctuation**
 - Activity 1: Warm-Up: Type with the Row Above the Home Row
 - Activity 2: Instruction: Type Words Using Two Rows
 - Activity 3: Practice: Type Words Using Two Rows
 - Activity 4: Instruction: Type Punctuation
 - Activity 5: Practice: Type Punctuation
 - Activity 6: Checkpoint: Type Words Using Punctuation
- **Lesson 8: Type Letters Below the Home Row**
 - Activity 1: Warm-Up: Type Words Using Two Rows
 - Activity 2: Instruction: Type with Right Hand, Bottom Row
 - Activity 3: Practice: Type with Right Hand, Bottom Row
 - Activity 4: Instruction: Type with Left Hand, Bottom Row
 - Activity 5: Practice: Type with Left Hand, Bottom Row

- Activity 6: Checkpoint: Type Letters Below the Home Row
- **Lesson 9: Type Words and Punctuation**
 - Activity 1: Warm-Up: Type Letters Below the Home Row
 - Activity 2: Instruction: Type Words Using All the Letters
 - Activity 3: Practice: Type Words Using All the Letters
 - Activity 4: Instruction: Type More Punctuation Marks
 - Activity 5: Practice: Type More Punctuation Marks
 - Activity 6: Checkpoint: Type Words and Punctuation
 - Activity 7: Project: Improve Your Typing - Log 2

Unit 4: Type Words, Sentences, and Paragraphs

- **Lesson 10: Type Capital and Lowercase Letters**
 - Activity 1: Warm-Up: Type Words
 - Activity 2: Instruction: Type Words and Proper Nouns
 - Activity 3: Practice: Type Words and Proper Nouns
 - Activity 4: Instruction: Type More Words and Proper Nouns
 - Activity 5: Practice: Type More Words and Proper Nouns
 - Activity 6: Checkpoint: Type Capital and Lowercase Letters
- **Lesson 11: Type Sentences**
 - Activity 1: Warm-Up: Type Capital and Lowercase Letters
 - Activity 2: Instruction: Type Complete Sentences
 - Activity 3: Practice: Type Complete Sentences
 - Activity 4: Instruction: Type a Series of Complete Sentences
 - Activity 5: Practice: Type a Series of Complete Sentences
 - Activity 6: Checkpoint: Type Sentences
- **Lesson 12: Type Paragraphs**
 - Activity 1: Warm-Up: Type Sentences
 - Activity 2: Instruction: Type a Paragraph
 - Activity 3: Practice: Type a Paragraph
 - Activity 4: Instruction: Type a Series of Paragraphs
 - Activity 5: Practice: Type a Series of Paragraphs
 - Activity 6: Checkpoint: Type Paragraphs
 - Activity 7: Project: Improve Your Typing - Log 3

Unit 5: Type Numbers and Symbols

- **Lesson 13: Type Numbers**
 - Activity 1: Warm-Up: Type Paragraphs
 - Activity 2: Instruction: Type Numbers with the Left Hand
 - Activity 3: Practice: Type Numbers with the Left Hand
 - Activity 4: Instruction: Type Numbers with the Right Hand
 - Activity 5: Practice: Type Numbers with the Right Hand
 - Activity 6: Checkpoint: Type with the Number Keys
- **Lesson 14: Type Numbers and Symbols**
 - Activity 1: Warm-Up: Type Using the Number Keys
 - Activity 2: Instruction: Type Numbers with Both Hands
 - Activity 3: Practice: Type Numbers with Both Hands
 - Activity 4: Instruction: Type the Symbols on the Number Keys
 - Activity 5: Practice: Type the Symbols on the Number Keys

- Activity 6: Checkpoint: Type Numbers and Symbols
- **Lesson 15: Type with Command Keys and Arrow Keys**
 - Activity 1: Warm-Up: Type Numbers and Symbols
 - Activity 2: Instruction: Use Shortcut Commands
 - Activity 3: Practice: Use Shortcut Commands
 - Activity 4: Instruction: Use the Arrow Keys
 - Activity 5: Practice: Use the Arrow Keys
 - Activity 6: Checkpoint: Type with Command Keys and Arrow Keys
 - Activity 7: Project: Improve Your Typing - Log 4
 - Activity 8: Project: Improve Your Typing - Log 4 Submit

Unit 6: Personal Business Letter, Report, and Article

- **Lesson 16: Type and Edit a Business Letter**
 - Activity 1: Warm-Up: Type with Command Keys and Arrow Keys
 - Activity 2: Instruction: Type a Personal Business Letter
 - Activity 3: Practice: Type a Personal Business Letter
 - Activity 4: Instruction: Edit a Personal Business Letter
 - Activity 5: Practice: Edit a Personal Business Letter
 - Activity 6: Instruction: Gather Information from Sources
 - Activity 7: Practice: Gather Information from Sources
 - Activity 8: Checkpoint: Type and Edit a Business Letter
 - Activity 9: Project: Write and Edit an Article - Research
- **Lesson 17: Type and Edit an Article**
 - Activity 1: Warm-Up: Type and Edit a Personal Business Letter
 - Activity 2: Instruction: Type an Article
 - Activity 3: Practice: Type an Article
 - Activity 4: Instruction: Edit an Article
 - Activity 5: Practice: Edit an Article
 - Activity 6: Checkpoint: Type and Edit an Article
 - Activity 7: Project: Write and Edit an Article - Draft
 - Activity 8: Project: Write and Edit an Article - Draft Submit
- **Lesson 18: Type and Edit a Report**
 - Activity 1: Warm-Up: Type and Edit an Article
 - Activity 2: Instruction: Type a Report
 - Activity 3: Practice: Type a Report
 - Activity 4: Instruction: Edit a Report
 - Activity 5: Practice: Edit a Report
 - Activity 6: Checkpoint: Type and Edit a Report
 - Activity 7: Project: Write and Edit an Article - Edit
 - Activity 8: Project: Write and Edit an Article - Edit Submit