

Keyboarding (Business)

Required – Semester – 9

Prerequisites: None

Course Description

This course is designed to give students the opportunity to improve their typing skills using the alphabetic and numeric computer keyboard.

Course Goal

The Christian teacher will:

1. Teach the students the proper use of the computer lab and its equipment.
2. Guide the students in their knowledge and understanding of the computer keyboard.
3. Foster proper posture and keystroking techniques.
4. Show the students how to use these technological blessings to enhance their coursework in other classes in their service to God.

Course Objectives

The student should be able to:

1. Learn and use the touch typing technique.
2. Develop correct techniques of posture, keystroking and manipulation of the computer.
3. Develop speed and accuracy of keystroking. (Emphasis will be on accuracy.)
4. Listen carefully and to follow verbal instructions.

Course Outline

1. Introduction to the computer lab
2. Rules and contract of computer use
3. *Mavis Beacon Teaches Typing* program
 - a. Introduction
 - b. Features
 - c. Lessons
 - d. Controlling the environment
 - e. Statistics/Progress charts
 - f. Alphabetic lessons
 - g. Numeric lessons

Unit Outline

- *Introduction to the computer lab*: Assist the students in familiarizing themselves with proper computer room etiquette and the computers.
- *Rules and contract of computer use*: Teach the students how to properly use the computers and inform them of some restrictions.
- *Mavis Beacon Teaches Typing* program: Show the students how to advance in their lessons, change certain features, check on their statistics and progress, and learn to type a minimum of 30 wpm with 90% accuracy.

Instructional Strategies

This class lends itself to each student's pace. Students will move forward in the lessons at their own speed. The teacher will assist students with questions and minor computer problems, monitor tests, and help keep students on task.

Grading Methods

Students will be graded on their accuracy alone for the first grading term. For the second term 75% will be based on accuracy and 25% on AWPM (with 30 as the goal). For the third term accuracy and AWPM will share equal value in calculating the grade. If a student has not yet tested out by the fourth term, 40% of the final grade will be based on accuracy and 60% based on AWPM (A = 100% accuracy and 36 AWPM).

- Grading Scale
 - A+ 100-99
 - A 98-95
 - A- 94-93

- B+ 92-91
- B 90-87
- B- 86-85
- C+ 84-83
- C 82-79
- C- 78-77
- D+ 76-75
- D 74-72
- D- 71-70
- F 69-0

Testing Out Procedures

If a student is typing at a level well above 30 AWPM (38+AWPM) and wishes to test out of the course (the goal for every student), he/she can take the dictation test. The test requires students to type four exercises from a written copy using the hand blinds. Students will receive credit for the course if they average 30 or more AWPM and have an accuracy of 90% or higher. The student will then have a study hall during this hour for the remainder of the semester. If a student completes the course without ever testing out, he/she will receive a grade according to the percentages above (note: testing out requirements are at B level).

Student Materials

The student doesn't need to bring any extra materials for this class.

Classroom Procedures

- When the bell rings, all students are to be in their seats so as to avoid receiving a tardy for the period.
- Students should begin logging into the *Mavis Beacon Teaches Typing* program as soon as they reach their seat. (Note: this is NOT the time to check e-mail!)
 - Logging in for the first time computer users:
 - User id = The first 4 letters of your last name followed by the first 4 of your first. Ex. John Smith's id would be smitjohn (his email would be: smitjohn@luther.k12.wi.us)
 - Initial User password = r567890- (yes there is a dash after the 0).
 - Changing your password to a strong password: your password is case sensitive, must have at least 8 characters, and must contain 3 of these 4 elements: a number, a symbol, small caps, large caps Ex. = **Jordan23**
- Students should be quiet and stay on task during the class period.
- Computer stations should be left in the same condition as they were when the period began (monitors, phones, keyboard blind boxes, chairs, etc. all put back in the same spot).

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