

St. Clement's School
Course Outline
Eighth Grade Keyboarding
One Semester Class

This course outline is a general guide to familiarize students and parents with an overview of the keyboarding course for eighth grade. It is an approximation of the content and objectives of the one semester class. The rate of progress may vary depending upon the student's learning pace through the semester. Students who successfully complete the course earn .5 high school credits.

I. Course content

A. Daily exercises

1. Warm-up and review
2. Correct technique
3. Proper finger placement for keyboarding
4. Typing exercises

B. Timed writings

1. Type from copy in increments of one minute, two minutes, and five minutes
2. Set goals for progress
3. Evaluate progress in speed and accuracy over the semester

C. Computer applications in integrated curriculum projects

1. Format and type a business letter
2. Format and type a spreadsheet
3. Format and type a database
4. Format and type a research paper
5. Format and type a bibliography

II. Learning objectives

- A. Identify equipment needed to complete keyboarding tasks
- B. Identify correct body, head, hands, and feet, and monitor positions essential to proper keyboarding technique
- C. Use correct fingering for striking alphabetic keys; space bar, backspace and enter keys; punctuation mark and shift keys; number keys and numeric pad
- D. Increase typing speed and accuracy
- E. Set tabs accurately and use the tab key
- F. Use common proofreading marks for editing
- G. Correctly format and type a business letter
- H. Correctly format and type a spreadsheet
- I. Correctly format and type a database
- J. Correctly format and type components of research paper with cited references
- K. Correctly format and type a bibliography

III. Grading

A. Areas of evaluation

1. Daily assignments
2. Projects
3. Tests (usually count as two grades)
4. Participation
5. Effort

B. Major projects

1. Evaluated for content and use of computer application/program
2. Rubric used to communicate grading criteria

C. Timed writings

1. Speed
2. Accuracy

IV. Class policies

A. School provides equipment, textbook, and software programs

B. Late work

1. Due dates allow for class time to complete assignments
2. Make up work allowed for excused absence

C. Absence

1. Make up work to be completed at school
2. Student schedules lab time with teacher

D. Homework

1. Occasionally gather materials for a project
2. Study for test