Keyboarding and Applications
Course Overview and Syllabus

Grade level: 9–12

Prerequisite Courses: None   **Credits:** 0.5

Course Description

Keyboarding and Applications is a semester-long course that teaches sixth, seventh, and eighth grade students keyboarding skills, technical skills, effective communication skills, and productive work habits. Students learn proper keyboarding techniques. Once students have been introduced to keyboarding skills, lessons include daily practice of those skills. Students gain an understanding of computer hardware, operating systems, file management, and the Internet. In addition, students apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

Course Objectives

Throughout the course, you will meet the following goals:

- Identify various current and emerging technologies and select the appropriate technology to complete a task
- Use the computer's operating system to execute work responsibilities
- Demonstrate proper keyboarding technique,and improve speed and accuracy
- Make word-processing documents with columns, graphics, and bulleted lists
- Create and deliver an effective presentation following presentation guidelines
- Effectively navigate the Internet and search for information
- Evaluate the reliability of a website
- Demonstrate communication skills for obtaining and conveying information
- Send and receive e-mail, following appropriate guidelines

Student Expectations

This course requires the same level of commitment from you as a traditional classroom course. Throughout the course, you are expected to spend approximately 5–7 hours per week online on:

- Interactive lessons that include a mixture of videos, readings, and tasks
- Assignments in which you apply and extend learning in each lesson
- Assessments, including quizzes, tests, and cumulative exams

Communication

Your teacher will communicate with you regularly through discussions, email, chat, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

Grading Category	Weight
Lesson Quizzes	20%
Unit Tests	20%
Cumulative Exams	20%
Assignments	10%
Projects	30%
Additional	0%

Scope and Sequence

When you log into Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. The units of study are summarized below:

Unit 1:   Computer Hardware
Unit 2:   Keyboarding
Unit 3:   Computer Operating Systems
Unit 4:   Word Processing
Unit 5:   Presentation Technology
Unit 6:   Internet
Unit 7:   Communication Skills