



Personal Keyboarding

ERHS Mission: Meeting the challenges of a changing world by creating a community of caring, life-long learners.

School Year 2010—2011
Room 116

Eleanor Roosevelt High School

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Dr. D. Mason
Business Education Teacher
ERHS Webmaster



DR. MASON'S RULES

You are expected to:

- Attend class regularly, arrive on time, and be in your seat when the bell rings
- Begin warm-ups promptly and quickly
- Have your own work materials (pen, pencil, flash drive and notebook)
- Raise your hand to ask or answer questions
- Be polite, courteous and respectful to the teacher, fellow classmates and classroom guests
- Abide by student rules at all times (wear school ID; do not bring electronic devices to class and do not eat or drink in class)
- Take good care of computer/technology equipment
- Do not use the Internet or check email without permission

Dr. Mason's Syllabus for Personal Keyboarding

PERSONAL KEYBOARDING IS...

Personal Keyboarding is a course which provides the training needed to operate a computer correctly and efficiently with emphasis on mastery of the keyboard and correct keyboarding techniques. Students will prepare personal and business documents including letters, memos, reports, tables, graphs, charts, newsletters, electronic spreadsheets and electronic presentations etc.

COURSE SCOPE

Keyboarding is a personal and professional skill that will last a lifetime. The intent of a formal approach to teaching keyboarding is to help students become more efficient in using the computer. It is important that students learn proper manipulation of the keyboard to facilitate research, problem solving, and communication of knowledge in the general school curriculum. Eleanor Roosevelt's Personal Keyboarding course emphasizes proper keyboarding techniques (hand/finger position, key stroking, and concentration).

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COURSE OBJECTIVES

- Key alphabetic material using the touch system of keyboarding at a rate of 33 words per minute with no more than five mistakes.
- Apply the rules for spacing after all punctuation marks and symbols.
- Understand the basic vocabulary used in keyboarding operations.
- Exhibit good workstation management and human relations skills.

Perform basic operations of the computer system as follows:

- * Properly start up the computer, use the mouse and other hardware associated with the computer.



- * Select menus from the menu bar and choose different commands from them.

- * Perform efficient file management by successfully using network directories, folders, staff shares, and flash drives.

- * Load a document from and save a document to various places (network directories, folders, disks, CDs, flash drives and staff shares).

- * Understand how to copy, save and backup.

Grading Scale for Timed Writings

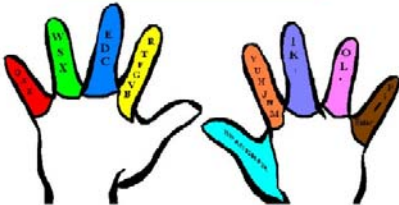
| End of 1 st Quarter Grading Period | Maximum Errors | A | B | C | D |
|-----------------------------------------------|----------------|-----|---------|---------|---------|
| 3-Minute Writing GWAM | 5 | 28+ | 24 - 27 | 18 - 23 | 13 - 17 |

| End of 2 nd Quarter Grading Period | Maximum Errors | A | B | C | D |
|-----------------------------------------------|----------------|-----|---------|---------|---------|
| 5-Minute Writing GWAM | 5 | 33+ | 29 - 32 | 23 - 28 | 16 - 22 |



Eleanor Roosevelt High School

Keyboarding Chart



THINGS YOU'LL NEED FOR THIS CLASS

- ◆ Notebook
- ◆ Notebook paper
- ◆ Flash Drive
- ◆ Pencils
- ◆ Pens

Grading Policy

To achieve success in **Personal Keyboarding**, students must attend class daily, take their assigned seats prior to the late bell and stay on task throughout the class period. A student's final grade will be based on the following weighted factors:

| | |
|------------|------|
| Class Work | 60% |
| Homework | 10% |
| Assessment | 30% |
| Total | 100% |

Letter grade equivalents for all classes are as follows:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- E = 0 – 59%

Personal Keyboarding

KEYBOARDING AND COMPUTER APPLICATIONS

SKILLS FOR SUCCESS: CORE LEARNING GOALS

Students will be provided with the necessary skills to work competently and competitively using the tools of technology. This course meshes with the Prince George's County plan that students demonstrate competencies in technology use.

The following outline is the focus of instruction for Eleanor Roosevelt's Personal Keyboarding course:

Computer Basics

- Identify and define parts of a computer, computer system and computer network
- Define computer and network terms
- Navigate the network: saving files to drives, locating icons, and using the start menu

Keyboarding

- Keyboard techniques
- Time and resource management
- Editing, proofreading, and correction skills
- Document formatting, including using table creation and

other special features

- Adherence to oral and written directions
- Speed development and accuracy
- Composition of papers at the keyboard
- Inputting information from various source documents
- Keypad use by touch control

Microsoft Word 2003

- Create, save, close, open, print and manage files
- Create letters, memos, flyers and other documents
- Enhance the appearance of documents using a variety of formatting and text enhancement features, formatting features to create a professional document to be used in an academic setting or the workplace

Internet Exploration

- Locate information from web sites
- Use Boolean operators to limit searches
- Find information using search engines and search directories

- Copy and paste text and graphics from a web page to a word document
- Cite copied information in the correct format

Microsoft PowerPoint 2003

- Name the qualities of a good PowerPoint presentation
- Open PowerPoint, create a new presentation, save it, open an existing presentation
- Add a new slide to a presentation
- Enhance and customize a presentation with tables, charts, graphic objects, sounds, transitions, and effects
- Present a PowerPoint slide show using timing and rehearsal tools
- Print a presentation in handout view

Microsoft Excel 2003

- Open Excel, create a new spreadsheet, save it, open an existing one
- Gather data and present it
- Insert formulas and functions into a spreadsheet
- Design charts and graphs in Excel