

**Portage Northern High School**  
**KEYBOARDING**  
**Course Syllabus – Mrs. Meyer**  
[www.mrsmeversmap.weebly.com](http://www.mrsmeversmap.weebly.com)

**COURSE DESCRIPTION:**

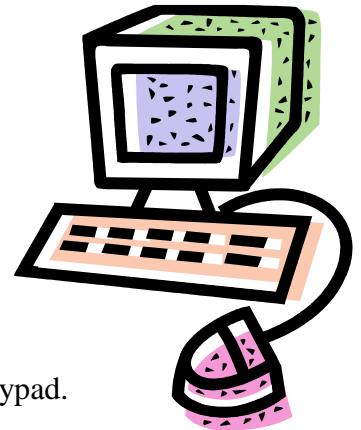
Students learn touch control of the computer and alpha/numeric keyboards. Touch typing skill focuses on accuracy, and letter recognition based on speed. The skill building phase of the course concentrates on improving speed and accuracy, and the application phase emphasizes introduction to basic word processing (Microsoft Word) formats such as letters, reports, tables, centering, etc. Keyboarding is a foundation for personal and professional use.

**ACHEIVEMENT STANDARDS:**

1. Use touch keyboarding skills to enter and manipulate text and data.
2. Obtain typing scores essential for entry-level employment. (Goal: 40 wpm)

**PERFORMANCE EXPECTATIONS:**

1. Develop touch keyboarding techniques.
2. Develop touch keyboard skills at acceptable speed and accuracy levels.
3. Enter and manipulate numeric data using the touch method on at ten-key keypad.
4. Identify, compare, and explain features of various keyboards.
5. Explain the purposes, functions, and common features of word processing software.
6. Explain the meaning of common word processing terminology.
7. Compose, organize, format, and edit information using a keyboard.
8. Use touch keyboarding techniques and word processing software to create, modify, store, retrieve and print documents (tables, memos, business letters, and reports).
9. Create error-free memos, letter, tables, and reports.
10. Proofread and edit documents for accuracy and content, correct grammar, spelling, and punctuation.
11. Develop applied communication skills- listening, speaking, reading and writing.
12. Develop positive work habits. Stay on task.
13. Develop problem-solving skills and time-management skills.
14. Develop teamwork and interpersonal skills.



**SOFTWARE:**

Microtype Pro 4.2



**LOOK!!!!!!!!!!!!!!!**

**Home use: TYPING.COM**

**Students will set up a free, online account and can continue practice at home!**