Course Syllabus

Course Name:
M/J Business Keyboarding

Description:
Using a special in-house typing software, Simply Type, you will gain typing speed while learning the proper technique to become a keyboarding master. You will learn introductory word processing and electronic presentation skills, as well as learning about computer hardware, the internet, and business application skills to prepare for your future career. This course provides middle school elective credit.

Estimated Completion Time: 1 segment, 16–18 weeks

Major Topics and Concepts:

Segment One:

Keyboarding Basics
- 01.00 Keyboarding Basics Checklist
- 01.01 The Basics
- 01.02 Home Row F and J
- 01.03 Input, Output, Storage, and Memory
- 01.04 Home Row D and K
- 01.05 Home Row S and L
- 01.06 Home Row A and ;
- 01.07 Computer Maintenance
- 01.08 Home Row G, H, Enter
- 01.09 Home Row Review

Internet Smart
- 02.00 Internet Smart Checklist
- 02.01 History of the Internet
- 02.02 Upper Row R and U
- 02.03 Internet Ethics
- 02.04 Upper Row E and I
- 02.05 How the Internet Works
- 02.06 Upper Row W and O
- 02.07 Keywords Are Key
- 02.08 Upper Row Q and P
- 02.09 Reliable Websites
- 02.10 Upper Row T and Y
- 02.11 Upper Row Review
- 02.12 Internet Smart Discussion-Based Assessment
- 02.13 Internet Smart Timed Typing Test

Write with Word
- 03.00 Write with Word Checklist
- 03.01 Application Software
- 03.02 Left Shift and M

- 03.03 Getting to Know Word
- 03.04 Right Shift and C
- 03.05 Editing in Word
- 03.06 Lower Row V and .
- 03.07 Check and Recheck
- 03.08 Lower Row X and ,
- 03.09 Zoom and View
- 03.10 Lower Row Z and /
- 03.11 Problem Solving
- 03.12 Lower Row B and N
- 03.13 Lower Row Review
- 03.14 Write with Word Timed Typing Test

Present with PowerPoint
- 04.00 Present with PowerPoint Checklist
- 04.01 The Point of PowerPoint
- 04.02 Tab and Caps Lock Keys
- 04.03 Presentation Power
- 04.04 Number Keys 4, 5, 6, and 7
- 04.05 Present Like A Pro
- 04.06 Number Keys 2, 3, 8, and 9
- 04.07 Presentation Prep
- 04.08 Number Keys 0 and 1
- 04.09 All Together Now
- 04.10 Present with PowerPoint Timed Typing Test
- 04.11 Present with PowerPoint Discussion-Based Assessment
- 04.12 Keyboarding Final Exam

Course Assessment and Participation Requirements:
To achieve success, students are expected to submit work in each course weekly. Students can learn at their own pace; however, "any pace" still means that students must make progress in the course every week. To measure learning, students complete self-checks, practice lessons, multiple choice questions, projects, discussion-based assessments, and discussions. Students are expected to maintain regular contact with teachers; the minimum requirement is monthly. When teachers, students, and parents work together, students are successful.

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