

Haddon Township High School
Course Overview

Subject Area: Business Education

Course Name: Keyboarding

Summary: This course focuses on all aspects of learning the alphabetic and numeric keyboard. Course content then moves onto instruction on formatting various business documents including letters, memos, reports and tables. General basic word processing techniques using Microsoft Word will be presented throughout the course content. Also, students will complete supplemental activities that require the use of all Microsoft Office software programs including Word, Excel and PowerPoint. Students will use the Printfolio Bundle software including Swift Desktop Publishing to create various business documents. Students will engage in real life simulations that will include all skills learned throughout the year. This course enables students to learn the necessary skills to be successful in school and beyond.

Unit Title	Student Learning Target	Standards	Resources	Assessment
Cycle 1: Arts and Literature (Sections 1-12)	<ul style="list-style-type: none"> • Learn the alphabetic keyboard using the touch method of keyboarding. • Learn the numeric keyboard using the touch method of keyboarding. • Learn how to properly format a basic memorandum, E-mail, unbound report, personal-business 	<p>8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>8.2 Technology Education, Engineering, and Design: All students</p>	<p>Computers</p> <p>Microsoft Office 2011</p> <p>Printfolio Bundle Software</p> <p>Whiteboards</p> <p>Overhead projector</p> <p>Printer and scanner</p> <p>Century 21 Computer</p>	<p>The students will learn how to keyboard properly using the touch method. They will complete various assignments focusing on problem solving, critical thinking, timed writings, workplace enrichment and cultural diversity. Also, they will learn how to format a memorandum, E-mail, unbound report, personal business letter and table. They will learn how to create a presentation that will</p>

	<p>letter and a table.</p> <ul style="list-style-type: none"> • Improve communication skill sets including listening, reading, speaking and writing skills. • Learn how to create a presentation. 	<p>will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world, as they relate to the individual, global society, and the environment.</p>	<p>Applications and Keyboarding Textbook</p> <p>Microtype Keyboarding Software</p> <p>Timed Writings for Teens Workplace Enrichment Activities</p> <p>Exploring Cultural Diversity Activities</p>	<p>enable them to communicate to different target groups. They will incorporate the various skills learned in the Office Suite to business related individual and group projects.</p>
<p>Cycle 2: Social Studies (Sections 13-21)</p>	<ul style="list-style-type: none"> • Improve basic keyboarding techniques. • Improve the formatting skills in all types of business document including e-mail, memorandums, reports and letters. • Improve communication skill sets including listening, reading, and speaking, writing skills. <p>Learn about Personal Information Management programs including</p>	<p>8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>8.2 Technology Education, Engineering, and Design: All students will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world,</p>	<p>Computers</p> <p>Microsoft Office 2011</p> <p>Printfolio Bundle Software</p> <p>Whiteboards</p> <p>Overhead projector</p> <p>Printer and scanner</p> <p>Century 21 Computer Applications and Keyboarding Textbook</p> <p>Microtype Keyboarding Software</p>	<p>The students will improve their basic keyboarding technique by completing various skill-building drills. They will improve their ability to write all types of business documents by incorporating advanced features into the documents. They will continue to complete various assignments focusing on problem solving, critical thinking, timed writings, workplace enrichment and cultural diversity. By developing their communication skill set, the students will improve their ability to interact positively in school and their future careers.</p>

	calendars, contacts tasks and notes.	as they relate to the individual, global society, and the environment.	Timed Writings for Teens Workplace Enrichment Activities Exploring Cultural Diversity Activities	
Cycle 3: Science and Math (Sections 22-29)	<ul style="list-style-type: none"> • Enhance the correspondence skills. • Improve their report formatting skills. • Process and create Excel worksheets. • Build basic keyboarding skills. • Create employment documents. • Integrate a Workplace Simulation. • Learn various ways to obtain information through the Internet. • Improve communication skill sets including listening, reading, and speaking, writing skills. 	<p>8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>8.2 Technology Education, Engineering, and Design: All students will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world, as they relate to the individual, global society, and the environment.</p>	<p>Computers</p> <p>Microsoft Office 2011</p> <p>Printfolio Bundle Software</p> <p>Whiteboards</p> <p>Overhead projector</p> <p>Printer and scanner</p> <p>Century 21 Computer Applications and Keyboarding Textbook</p> <p>Microtype Keyboarding Software</p> <p>Timed Writings for Teens Workplace Enrichment Activities</p> <p>Exploring Cultural Diversity Activities</p>	The students will improve their correspondence skills, enhance their report formatting skills, create Excel worksheets, build basic keyboarding skills, create employment documents, integrate a workplace simulation and learn how to extract information through the Internet. Also, They will continue to complete various assignments focusing on problem solving, critical thinking, timed writings, workplace enrichment and cultural diversity.

<p>Cycle 4: Environment and Health (Sections 30-38)</p>	<ul style="list-style-type: none"> • Process business correspondence. • Improve communication skill sets including listening, reading, and speaking, writing skills. • Learn to use desktop publishing software (Microsoft Publisher). • Improve table-formatting skills. • Build basic keyboarding techniques. • Create a business plan. • Integrate a Workplace Simulation. 	<p>8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>8.2 Technology Education, Engineering, and Design: All students will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world, as they relate to the individual, global society, and the environment.</p>	<p>Computers</p> <p>Microsoft Office 2011</p> <p>Printfolio Bundle Software</p> <p>Whiteboards</p> <p>Overhead projector</p> <p>Printer and scanner</p> <p>Century 21 Computer Applications and Keyboarding Textbook</p> <p>Microtype Keyboarding Software</p> <p>Timed Writings for Teens Workplace Enrichment Activities</p> <p>Exploring Cultural Diversity Activities</p>	<p>The students will process business correspondence, learn how to create desktop publishing documents (Publisher), improve their keyboarding and table formatting skills, create a business plan, develop database skills and learn how to design a web page. Also, They will continue to complete various assignments focusing on problem solving, critical thinking, timed writings, workplace enrichment and cultural diversity.</p>
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