

# Keyboarding II

## CLASS OFFERING: KEYBOARDING II

Performance Objective: A. Work Habits

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-A-1	1. Demonstrate proper use and care of the machine.	
KII-A-2	2. Proofread effectively, detect errors and make corrections neatly.	
KII-A-3	3. Increase the ability to read, comprehend and follow directions.	
KII-A-4	4. Organize work.	
KII-A-5	5. Use reference materials to locate information from a variety of sources to complete assigned tasks.	

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Performance Objective: B. Improvement of Typing Skills

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-B-1	1. Develop techniques and pattern practice.	
KII-B-2	2. Demonstrate increased speed and error control in typing from straight copy, script, rough draft, and statistical copy.	
KII-B-3	3. Improve spelling, word usage, proofreading and punctuation skills.	
KII-B-4	4. Improve and increase horizontal and vertical centering skills.	

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Performance Objective: C. Letter Production

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-C-1	1. Demonstrate improved proficiency in typing business letters in various styles, i.e., block, modified block, and AMS style.	
KII-C-2	2. Type letters containing special features i.e., attention lines, subject lines, mailing notations, postscripts, company name in closing lines, enclosure, and carbon copy notations.	
KII-C-3	3. Improve measurement skills in relation to production skills.	

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Performance Objective: D. Tables, Business Forms, and Report Production

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-D-1	1. Demonstrate proficiency in arranging and typing short, average, and long letters containing tables, and listed items in acceptable form from arranged and unarranged copy.	
KII-D-2	2. Type special forms, i.e., full-page memos in standard and simplified styles.	
KII-D-3	3. Demonstrate proficiency in typing business reports in unbound and left bound formats.	
KII-D-4	4. Demonstrate proficiency in typing the title page, outline, table of contents, footnotes, and bibliography sections of reports.	
KII-D-5	5. Arrange and type statistical tables of varying complexity.	

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Performance Objective: E. Production Skills

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-E-1	1. Produce a required number of business letters and envelopes in styles used commonly in business.	
KII-E-2	2. Arrange and type unbound reports with main heading, side headings, a table, textual citations, and a reference list in acceptable form within a specified time period.	
KII-E-3	3. Type a two-column table (with a main heading and column headings), a three-column table with main heading, secondary heading, and a column heading.	
KII-E-4	4. Type various forms of copy in a specified time period.	