

Keyboarding/ Keyboarding I

CLASS OFFERING: KEYBOARDING/KEYBOARDING I

Performance Objective: A. Basic Operational Skills

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|---|---|--|
| KI-A-1 | 1. Identify various computer parts and their functions. | |
| *KI-A-2 | 2. Perform the touch operation system for the alphabetic keys. | |
| *KI-A-3 | 3. Perform the touch operation system for number and special symbol keys. | |
| *KI-A-4 | 4. Reach and type response patterns. | |
| KI-A-5 | 5. Evaluate basic keyboarding skills. | |
| <i>*Required objectives for one semester course offering.</i> | | |

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Performance Objective: B. Basic Keyboarding Applications

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|---|--|--|
| *KI-B-1 | 1. Center tables horizontally and vertically. | |
| *KI-B-2 | 2. Proofread using spell check and make corrections. | |
| KI-B-3 | 3. Center announcements vertically and horizontally. | |
| <i>*Required objectives for one semester course offering.</i> | | |

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Performance Objective: C. Personal and/or Business Communications

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|---|---|--|
| *KI-C-1 | 1. Key business letters in various letter styles (block, modified). | |
| KI-C-2 | 2. Key correspondence in acceptable styles. | |
| KI-C-3 | 3. Key documents from straight, rough draft, and/or script copy. | |
| <i>*Required objectives for one semester course offering.</i> | | |

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Performance Objective: D. Manuscripts, Themes, and Outlines

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|---|---|--|
| *KI-D-1 | 1. Type a manuscript in various acceptable styles. | |
| KI-D-2 | 2. Properly place footnotes on the page using current accepted techniques by most colleges. | |
| *KI-D-3 | 3. Center and key a title page. | |
| KI-D-4 | 4. Prepare and key a table of contents (with leaders). | |
| KI-D-5 | 5. Key a bibliography or reference page. | |
| KI-D-6 | 6. Vertically center and arrange an outline in acceptable form. | |
| <i>*Required objectives for one semester course offering.</i> | | |

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Performance Objective: E. Improving Basic Typing Skills

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|---|---|--|
| *KI-E-1 | 1. Improve keyboarding techniques and related learning. | |
| *KI-E-2 | 2. Improve speed. | |
| *KI-E-3 | 3. Improve skill transfer. | |
| <i>*Required objectives for one semester course offering.</i> | | |

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Performance Objective: F. Personal or Business Applications

| Instructional Organization | Instructional Objectives <i>The learner will:</i> | Resources/ Instructional Activities |
|-----------------------------|---|--|
| <p>KI-F-1</p> <p>KI-F-2</p> | <ol style="list-style-type: none"> 1. Key various acceptable styles of business and personal letters. 2. Use tabulation techniques in preparing a report. | |

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Performance Objective: G. Office Production Skills

| Instructional Organization | <i>The learner will:</i> | Instructional Objectives | Resources/ Instructional Activities |
|----------------------------|--------------------------|--|--|
| KI-G-1 | | 1. Perform special office applications. | |
| KI-G-2 | | 2. Key various letters, reports, and tables with accuracy. | |

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Performance Objective: H. Word Processing

| Instructional Organization | <i>The learner will:</i> | Instructional Objectives | Resources/ Instructional Activities |
|----------------------------|--------------------------------|--------------------------|--|
| KI-H-1 | 1. Format and edit a document. | | |
| KI-H-2 | 2. Print a document. | | |

