



## Board/Authority Authorized Course Framework Template

<b>School District/Independent School Authority Name:</b> School District 33	<b>School District/Independent School Authority Number (e.g. SD43, Authority #432):</b> SD33
<b>Developed by:</b> Bryan Kuhn	<b>Date Developed:</b> January 18, 2019
<b>School Name:</b> Sardis Secondary School	<b>Principal's Name:</b> Dan Heisler
<b>Superintendent Approval Date (for School Districts only):</b>	<b>Superintendent Signature (for School Districts only):</b>
<b>Board/Authority Approval Date:</b>	<b>Board/Authority Chair Signature:</b>
<b>Course Name:</b> Keyboarding	<b>Grade Level of Course:</b> 11
<b>Number of Course Credits:</b> 4	<b>Number of Hours of Instruction:</b> 120

### Board/Authority Prerequisite(s):

None

### Special Training, Facilities or Equipment Required:

A computer lab with current Microsoft Office software will be required.

### Course Synopsis:

The purpose of this course is to develop keyboarding proficiency as a personal life skill and as a foundation for career development. This course is designed to teach and improve keyboarding formatting, proofreading, editing and presentation skills while using industry standard software. The students will be introduced to personal and business applications and encouraged to use their keyboard skills in other curricular areas. Students will also become proficient in MS Word, MS PowerPoint as well as general computer skills such as file management and printing.

### Goals and Rationale:

Students going into the world of work or post-secondary learning need computer/keyboarding skills as basis for their career development. Most jobs today require the use of computer skills. The more proficient students are at computer/keyboarding skills, the better they will perform their jobs.

**Aboriginal Worldviews and Perspectives:**

Throughout this class students will practice the “First Peoples Principle of Learning:” Learning involves patience and time. Keyboarding is a frustrating skill to master and will take the entirety of the course for students to become proficient in it. Using this First People’s mind set student will understand that it is not a skill that can be mastered in a matter of days, but something that will take patience and time to obtain.

**BIG IDEAS**

Achieving our learning goals requires **effort and perseverance**

Different **technologies and tools** are required in order to digitally present information

**Tools and technologies** can be adopted for specific purposes

**Learning Standards**

Curricular Competencies	Content
<p><i>Students are expected to do the following:</i></p> <p><b>Keyboard Mastery</b></p> <ul style="list-style-type: none"> <li>• Type 40 Words Per Minute without looking at computer screen</li> <li>• Use keyboard based shortcuts</li> </ul> <p><b>Communicating and Presenting</b></p> <ul style="list-style-type: none"> <li>• Use computer programs such as Microsoft Word and Microsoft PowerPoint to explain and present information and data</li> <li>• Identifying the correct computer application in order to most efficiently present the information they are required to</li> </ul> <p><b>Computer Organization</b></p> <ul style="list-style-type: none"> <li>• Students will be able to create folder and subfolders in order to best organize their work on the computer system</li> <li>• Students will be able to use web based services such as Microsoft OneDrive in order to transfer files online as technology advances</li> <li>• Students will understand how to create and use emails</li> </ul> <p><b>Self and Peer Assessment</b></p> <ul style="list-style-type: none"> <li>• Students will develop skills to critically examine their own work as well as their peers</li> </ul>	<p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> <li>• <b>Keyboard by touch</b> on the alpha-numeric keyboard</li> <li>• Detection and correction of errors/proofread for errors in:             <ul style="list-style-type: none"> <li>▪ Keying</li> <li>▪ Spelling</li> <li>▪ Grammar</li> <li>▪ Formation</li> </ul> </li> <li>• Basic computer <b>Operating Systems and Software</b></li> <li>• Efficient integration of multiple software components within all aspects of <b>business application suites</b></li> <li>• <b>File management</b></li> <li>• <b>Business Ethics</b></li> <li>• How to create Multi-Page Documents             <ul style="list-style-type: none"> <li>○ Page Layout</li> <li>○ Format</li> <li>○ Publishing</li> <li>○ Title page, footnotes, referencing</li> </ul> </li> <li>• Presentation Skills             <ul style="list-style-type: none"> <li>○ Template selection</li> <li>○ Adding slides</li> <li>○ Inserting text</li> <li>○ Applying backgrounds and colour schemes</li> <li>○ Creating charts and tables</li> </ul> </li> </ul>

## Big Ideas – Elaborations

### Efforts and Perseverance

- Keyboarding is a skill that requires patience, efforts, and perseverance. Students will learn such skills in order to overcome challenges that they have within this course

### Technologies and Tools

- The main focus of this course is not only to improve keyboard mastery, but to have students feel comfortable using a computer and the tools which it offers. On top of being able to simply operate the computer and its operating system, students will be able to use the applications available to them expertly.

## Curricular Competencies – Elaborations

### Computer Organization

- File management refers to the organization of files in folder and subfolders. This includes on the hardware of the computer as well as on cloud based systems

### Self and Peer Assessment

- While not all assessment in this class will be done using this method, it is important in new curriculum standards that self assessment takes place. This class will include this form of assessment on a weekly if not daily basis.

## Content – Elaborations

### Keyboard by touch

- Students will not look at keyboard throughout exercise but rather be knowledgeable about where keys are in relation to home row and type using such knowledge

### Operating Systems/Software

- Operating systems refer to the latest version of Windows supplied by the school district. The lessons are extensively updated to match the latest versions of Microsoft Windows and its Office applications

### File Management

- File management refers to the organization of files in folder and subfolders. This includes on the hardware of the computer as well as on cloud based systems

### Business Ethics

- Understanding copy right and plagiarism and how to avoid doing such activities

### **Recommended Instructional Components:**

Students will be instructed using a variety of instructional methods. Since keyboarding is a psychomotor skill, the first section is taught using the look-way-method, which teaches students to memorize the keyboard in relation to home row keys. Demonstrations, notes, and following direction from instructions and applications and exercises will also be developed. The classroom is structured in a way where students of different abilities are allowed to work at their own pace. Students are also encouraged to work with each other when doing assignments.

### **Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)**

*Assessment in this class takes place in two different forms:*

#### Computer Automated Assessment:

- The majority of keyboarding related assessment is done through computer automated programs. This will allow students to see their errors as they happen and is completely *transparent*. This method also ensures assessment is *ongoing, specific to the student, and timely*. Furthermore, the programs used in this class can *clearly communicate to the learner and their parents* how their efforts in the class are taking place

#### Self-Assessment/Reporting

- All major projects will involve self and peer assessment in order to ensure students are *involved in their learning*. This method *promotes the development of students self-assessment and goal setting for the next steps of their learning*

### **Learning Resources:**

- Microsoft Word
- Microsoft PowerPoint
- Information Processing, Keyboarding Formatting and Applications by Chiri, Kutso, Seraydarina, and Stoddard
- Learning Microsoft Office by Fulton, Kaczmarczyk, Plumly, Weirxel, and Etier
- Keyboarding Drills
- Keyboarding Online Software

### **Additional Information:**

Keyboarding 11 has been a successfully locally developed course at Sardis Secondary School since 1998. Eighty to ninety students enroll in Keyboarding 11 each year. Many of the students who take this course are academic students who want to learn how to touch type and how to format reports for college or university. Many jobs today require the use of computers and keyboarding such as mechanic positions to the R.C.M.P. The R.C.M.P specifically has a minimum keyboarding speed of 18wpm (no errors) as part of its prerequisites to become a member,

whereas many office jobs require a minimum keyboarding speed of 50 words per minute (no errors). We offer the course because there is a demand and need for it. Students who take this course become proficient in MS Word and PowerPoint as well as developing in relevant computer skills. Proficiency with touch keyboarding and document productions is an essential requirement for employments in the business community and life.