| **Course Title:** COMPUTERS—KEYBOARDING I | **Course Description** |
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| **Course No**. 4807 **Grade level**: 9-12<br><br>**Text and Resources**:<br>*Mavis Beacon Teaches Typing*; Broderbund Software | **Course Value**: *One Semester<br><br>**Credit Value**: 1 - 5 |
| **Course Content: Key Content Standards and Course Objectives** | |
| 1. Students will demonstrate proper typing skills using a microcomputer.<br>2. Students will be able to create basic business forms.<br>3. Students will produce error-free typewritten documents generated from a computer and printer. | This course is designed to teach students the basics of keyboarding speed and accuracy by using a self-paced microcomputer software program and coordinated textbook.<br><br>Students will develop knowledge of the vocabulary and basic organization of data entry. Students will also become familiar with the completion of various forms that would be found in a job setting.<br><br>*Open entry/open exit |
| **Methods of Study** | **Evaluation of Performance Standards** |
| 1. Students will complete all activities assigned.<br>2. Students will participate in discussion with other class members and/or teacher. | 1. Students will complete all assignments with a minimum of 70% accuracy.<br>2. The supervising teacher will be satisfied with the quality of the student's work.<br>3. The student must receive a minimum score of 70% on a teacher assigned final evaluation. |