

COMMUNITY UNIT SCHOOL DISTRICT 200

Keyboarding High School – Grades 9, 10, 11, 12 Intermediate Level – One Semester Elective

1. Subject Expectation (NSBE) **The student will use input technologies appropriately to enter and manipulate text and data.**

Critical Content

- a. develop proper input techniques (such as keyboarding, handwriting recognition, and the use of a touch screen or mouse), including safety methods to avoid repetitive strain injury
 - develop correct touch typing technique
 - demonstrate proper ergonomic positioning at the keyboard
- b. enter and manipulate numeric data using the touch method on a 10-key keypad
 - develop correct touch typing technique
 - demonstrate proper ergonomic positioning at the keyboard
- c. use of input technologies
 - use keyboard as input device
 - develop input technology skills for acceptable speed and accuracy levels that adhere to principles of repetitive strain avoidance
 - develop and achieve personal goals for keyboarding speed and accuracy
 - demonstrate proper ergonomic positioning at the keyboard
 - develop correct touch typing technique
- d. describe the safe and appropriate use of input tools and techniques

2. Subject Expectation (NSBE) **The student will communicate in a clear, courteous, concise, and correct manner on personal and professional levels.**

Critical Content

- a. discuss the importance of and use correct spelling, grammar, word usage, mechanics, and legible writing
 - recognize and edit document according to appropriate business standards

- b. key logical, coherent phrases, sentences, and paragraphs incorporating correct spelling, grammar, and punctuation
 - apply correct capitalization and number rules to documents
- c. key simple requests for information, reports, and summaries
- d. edit and revise documents and take simple notes
 - apply appropriate business standard for creating professional documents
- e. apply a variety of specific proof reading techniques to identify and correct errors
 - identify and use proof reading symbols for spelling and grammar
 - proof read content for accuracy
- f. produce a variety of business messages and reports using correct style, format, and content
 - produce a variety of memos, business letters, reports, tables, and outlines using appropriate business format

3. Subject Expectation (NSBE)

The student will use technology to enhance effectiveness of communication.

Critical Content

- a. demonstrate basic keyboarding and computer functions
 - completing keyboarding lessons using keyboarding software and textbook
 - use word processing software to compose business documents
 - organize digital files using appropriate file management skills. such as creating folders, moving, copying, deleting, and renaming files
- b. use basic software applications such as word processing
 - use word processing software to compose business documents
- c. use email to receive and send basic messages
 - compose appropriate business style email
 - attach files to business emails
 - compose and respond to email messages
- d. demonstrate appropriate email etiquette
 - compose appropriate business style email
 - attach files to business emails
 - compose and respond to email messages
- e. refine documents using electronic spell check, thesaurus, and grammar check tools
 - identify and use proof reading symbols for spelling and grammar
 - proof read content for accuracy