

KEYBOARDING I OVERVIEW

I. LETTER-KEY OPERATION AND KEYBOARDING/LANGUAGE SKILLS

GOAL: To demonstrate keyboard mastery.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of operating the keyboard by touch and with correct technique.

OBJECTIVE:

a. The learner will be able to operate the keyboard by touch and with correct technique.

II. FIGURE-KEY, SYMBOL KEY, KEYPAD AND FORMATTING OPERATIONS.

GOAL: To demonstrate keyboard and formatting mastery.

ASSESSMENT: The student's performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of operating the keyboard by touch and with correct technique.

OBJECTIVE:

a. The learner will be able to operate the keyboard by touch and with correct technique.

b. The learner will be able to complete one-minute and three-minute timed writings at a minimum of 16 gwam with a maximum of 8 errors.

III. LETTER, REPORT, AND TABLE FORMATTING

GOAL: To demonstrate business communications format mastery.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of operating the keyboard by touch and with correct technique.

OBJECTIVE:

a. The learner will be able to operate the keyboard by touch and with correct technique.

b. The learner will be able to complete three-minute timed writing at a minimum of 19 gwam with a maximum of 5 errors.

c. The learner will be able to prepare business correspondence.