

Keyboarding

Grade 9+

1 Credit

based on *Keyboarding & Information Processing*, 6th Edition ©2000

This course enables a student to acquire the skills necessary for both personal and business typing. It covers techniques for keyboard operation, arranging copy, manuscripts, personal and business letters, outlines, and reports. Computer-related skills are included. Students are encouraged to spend as much time as their schedules allow for practice in order to master typing.

LightUnit 1	LightUnit 2	LightUnit 3	LightUnit 4	LightUnit 5
Learn Letter-Key Operation	Master Keyboarding Skill Learn Figure-Key Operation	Learn Symbol-Key Operation Learn Numeric Keypad Horizontal Centering Format Lists, Announcements, and Memos	Format Memos and Block Letters Improving Keyboarding Skill Format Unbound Report	Format Simple Tables Keyboarding Simulation
LightUnit 6	LightUnit 7	LightUnit 8	LightUnit 9	LightUnit 10
Improving Keyboarding Skill Improving Letter/Memo Formatting Format Report with References	Improving Keyboarding Skill Improving Table Formatting Keyboarding Simulation	Enhance Letter/Memo Formatting Enhance Report Formatting Enhance Table Formatting	Processing Business Forms Processing Employment Forms	Keyboarding Simulation Final Assessment of Letter, Report, and Table Formatting