

Keyboarding and Applications		Scope and Sequence
Unit	Lesson	Objectives
COMPUTER HARDWARE		
Hardware and Software		
		Classify an item as hardware or software.
		Identify commonly used hardware such as monitors, printers, and a mouse.
		Describe the purpose of software.
		Demonstrate a level of safe use and respect for computers and hardware.
Current Business Technology		
		Explain how technology can help a worker be more efficient and effective.
		Match functions to the correct software and hardware.
Case Studies		
		Apply a process for selecting the appropriate technology.
		Select specific hardware and software to complete a task.
Emerging Technology		
		Match the emerging technologies with their function.
		Discuss emerging technology.
Project: Defining Technical Terms		
		Define technical terms using online resources.
Project: Technology in Business		
		Create interview questions.
		Conduct three interviews.
		Create a chart displaying the information gathered in the interview.
Review		

Keyboarding and Applications		Scope and Sequence
Unit	Lesson	Objectives
		Review topics discussed in this unit.
KEYBOARDING		
	Keyboarding Pretest	
		Measure your current keyboarding speed and accuracy.
		Identify good keyboarding techniques.
		Identify proper techniques for ergonomic keyboarding.
		Identify home row.
	Keyboarding Exercises	
		Use the correct technique and hand position to keyboard.
		Identify the correct finger used to type a specific key.
		Improve your keyboarding speed and accuracy.
	Number Keypad	
		Use the correct technique to type numbers on the numeric keypad.
		Improve your speed and accuracy when typing numbers.
	Project: Timed Typing Tests	
	Review	
		Review the topics covered in this unit.
COMPUTER OPERATING SYSTEMS		
	What Is an Operating System?	
		Explain the functions of the computer operating system.
		Identify and describe the components of common GUIs.
		Describe ways the OS allows software to operate.

Keyboarding and Applications		Scope and Sequence
Unit	Lesson	Objectives
	Getting Started–Exploring the Desktop	Identify the items on the Windows desktop.
		Explain the purpose of the items on the Windows desktop.
	Using the Interface	Explain the reasons why Windows® menus change.
		Describe the significance of symbols found in Windows menus.
		Discuss the role of dialog boxes.
		Identify places you can go in Windows to get help.
	File Management	Explain file management procedures—organizing, opening, printing, saving, deleting, and moving files.
		Understand the difference between Save and Save As.
	Project: Customize Your Desktop	Customize your desktop.
	Review	Explain OS functions.
		Identify and discuss the function of GUI components.
		Discuss the role of Windows menus and dialog boxes.
		Describe where Help with Windows and its programs can be located.
	Test	
WORD PROCESSING		
	Word Processing Basics	List tasks that can be completed using a word processor.

Keyboarding and Applications		Scope and Sequence
Unit	Lesson	Objectives
		Identify the parts of a word processing window including the scroll bar, title bar, and menu.
		Describe how to open and close a new word processing document.
	Writing and Editing a Document	
		Identify the correct format for a business memo.
		Describe the purpose of a memo.
		Learn to proofread text.
		Edit text.
		Use the undo and redo commands.
	Project: Creating a Memo	
		Create a memo using word-processing software.
	Formatting	
		Change the font, style, and size of the text in a word-processing document.
		Change the text alignment.
		Use the spell check and correct spelling errors.
		Use the thesaurus.
	Project: Writing Assignment	
		Create a word processing document.
		Change the font and size of the text.
		Center a title.
		Use the spell check.
		Use the thesaurus.
	Copying, Cutting, and Pasting	

Keyboarding and Applications

Scope and Sequence

Unit Lesson

Objectives

Duplicate text using the copy and paste commands.

Move text with the cut and paste commands.

Add bullets and numbering to a list.

Use shortcuts.

Newsletters

Add columns to a word-processing document.

Insert graphics, shapes, and Word Art into a word-processing document.

Identify parts of a newsletter.

Project: Creating a Newsletter

Create a newsletter using word processing software.

Review

Review the topics covered in this unit.

PRESENTATION TECHNOLOGY

What is Presentation Technology?

Describe the functions of presentation technology's menus, toolbars, panes, and views.

Identify the parts of the presentation window.

Navigate between views and through presentation slides.

Select a presentation layout.

Enter text on a slide.

Identify the function and purpose of using presentation technology.

How is Presentation Technology Used?

Describe business uses for presentation software.

Keyboarding and Applications		Scope and Sequence
Unit	Lesson	Objectives
		Add slides to a presentation.
		Change the slide layout.
		Save a presentation.
	Working with Text	
		Format text in presentations.
		Create and modify bulleted and numbered lists.
		Delete text from presentations.
		Use the spell check.
	Working with Graphics	
		Insert artwork into presentations.
		Modify artwork within presentations.
		Insert tables and spreadsheets into presentations.
		Format tables and spreadsheets within presentations.
	Working with Special Effects	
		Apply animation to text and graphics.
		Apply transitions to individual presentation slides and entire presentations.
		Implement multimedia strategies.
		Identify guidelines used for animation, transitions, and multimedia.
	Content	
		Compare the purposes of different types of presentations.
		Explain how presentation content is influenced by audience and setting.
		Describe the function of outlines in content development.

Keyboarding and Applications		Scope and Sequence
Unit	Lesson	Objectives
		Discuss the guidelines that make the addition of content to presentations more effective.
	Layout	<p>Explain how color schemes affect readability.</p> <p>List the guidelines that govern presentation text and graphics.</p> <p>List the guidelines that govern presentation text and graphics.</p> <p>List the guidelines that govern presentation text and graphics.</p>
	Putting It All Together	<p>Revise presentations.</p> <p>Create presentation handouts.</p> <p>Describe procedures to set up presentations for different methods of delivery.</p> <p>Explain the steps involved in publishing presentations.</p>
	Project: Creating a Presentation	<p>Select the appropriate technology to create and deliver a presentation.</p> <p>Select or create a design template for a presentation.</p> <p>Create a presentation using text, special effects, and multimedia.</p> <p>Apply presentation guidelines to create an effective presentation.</p> <p>Identify and prepare support material that will enhance an oral presentation.</p> <p>Prepare and deliver an oral presentation that sustains the listener's attention and interest.</p>
	Review	<p>Describe business uses of presentation technology.</p> <p>Create and revise slide shows.</p> <p>Discuss strategies for the successful delivery of slide shows.</p>

Keyboarding and Applications		Scope and Sequence
Unit	Lesson	Objectives
INTERNET		
	Internet Browsers	<p>Identify parts of the an Internet browser window.</p> <p>List uses of the Internet.</p> <p>Navigate the World Wide Web by entering an address, clicking on links, and using the browser navigation buttons.</p>
	Internet Strategies	<p>Create and organize bookmarks or favorites.</p> <p>Set your home page.</p> <p>Create and use tabs.</p>
	Finding Reliable Internet Resources	<p>List the characteristics of reliable Internet sites.</p> <p>Evaluate Internet sites.</p> <p>Identify and use Internet search strategies.</p>
	Project: The History of the Internet	<p>Explore the history of the Internet.</p> <p>Perform Internet searches.</p> <p>Evaluate a site as reliable or unreliable.</p>
	Review	<p>Review topics discussed in this unit.</p>
	Test	
COMMUNICATION SKILLS		
	Communication Skills	

Keyboarding and Applications		Scope and Sequence
Unit	Lesson	Objectives
		Identify barriers to communication.
		Identify effective and ineffective verbal and nonverbal communication skills.
	Electronic Communication Skills	Identify guidelines for effective electronic communication, including netiquette.
		Determine how to ensure e-mail messages are appropriate for the workplace.
	Beyond E-mail	Describe the features of blogs and wikis.
		Explain business uses for blogs and wikis.
		Evaluate the use of blogs and wikis for specific business needs.
	Project: Revising E-mail	Evaluate workplace e-mail messages.
		Revise workplace e-mail messages.
		Create effective e-mail messages.
	Workplace Skills, Habits, and Attitudes	Describe the importance of a strong work ethic.
		Identify workplace skills, habits, and attitudes desired by employers.
	Active Listening	Learn strategies for effective active listening.
		Demonstrate active listening.
	Review	Review the topics covered in this unit.
	Test	

Unit Lesson

Objectives

COURSE REVIEW AND EXAM

Review

Exam