

BUSINESS & COMPUTER SCIENCE/BUSINESS MANAGEMENT

Computer Applications

Unit 1: Keyboarding Review

Essential Understandings	- Correct keyboarding methods can save time in the future. - Correct ergonomics is important to long term health in a time when so many people work in front of a computer.
Essential Questions	- Why is it important to use correct keyboarding methods/techniques? - What is the correct format for business documents (i.e., resumes, letters, and reports)?
Essential Knowledge	- Using correct typing techniques provides keyboarding speed. - Proofreading documents minimizes errors. - Word processing software can be used to format business documents(i.e., resumes, letters, reports).
Vocabulary	<u>Terms:</u> - home-row keys, proofread, formatting, ergonomics
Essential Skills	- Use home keys efficiently to attain maximum speed and accuracy. - Save documents to various media and locations. - Apply proper ergonomics (e.g., posture and techniques). - Format correct business documents (i.e., resumes, letters, reports).
Related Maine Learning Results	<u>English Language Arts</u> B. Writing B1.Interconnected Elements Students use a writing process to develop an appropriate genre, exhibiting an explicit organizational structure, perspective, and style to communicate with target audiences for specific purposes. a. Create legible final drafts. B5.Practical Application Students write personal communication and pieces related to educational development, career issues, and civic participation. a. Complete college, job licensing, and/or scholarship applications. b. Write to request information.
Sample Lessons And Activities	- Research and prepare a report with citations - Create a business letter - Format a table - Use WordArt
Sample Classroom Assessment Methods	- Observations - Quiz - Projects
Sample Resources	<u>Publications:</u> <u>Century 21 Computer Applications & Keyboarding</u>

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