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| **Course Syllabus** |
| **Description:** Show me your best move. We could be talking about dribbling on a basketball court, or checkmating your opponent on a chessboard. The playing surface where winning or losing really matters is your computer’s keyboard. Keyboarding is the kind of game that everybody plays. It’s also the kind of game where skill and strategy really count.  This course will give you the coaching needed to become a keyboarding master. With special downloadable software, your fingers will learn to fly. You’ll learn what all the keys do, how to find them in an instant, and how to concentrate on the important stuff - creating the message you want to communicate. You’ll also learn about the importance of keyboarding for your future career, and the kind of careers that might be right for you.  It will take a little practice, but this course offers you the best strategies. It also gives you a personalized coach (your teacher) who will take you to the top of your game in a hurry.  **Estimated Completion Time:** 1 segment / 16-18 weeks  **Major Topics & Concepts:**   * Alphabetic Keyboard * Numeric Keyboard * Numeric Keypad * Keyboard Skill Building (increase speed and accuracy) * Netiquette * Business Ethics * Formatting of Emails * Formatting of Business Letters * Formatting of Reports with References (including title and reference pages) * Career Interest Inventory * Career Research * Electronic Presentation * History of the Keyboard and New Technology   **Course Assessment and Participation Requirements:**  Besides engaging students in challenging curriculum, the course guides students to reflect on their learning and to evaluate their progress through a variety of assessments. Assessments can be in the form of worksheets, practice lessons, writing assignments, research papers, essays, formatting business documents, timed writings, discussion-based assessments, and discussions. Instructors evaluate progress and provide interventions through the variety of assessments built into a course, as well as through contact with the student in other venues. |