



KEYBOARDING

INF2020

1 Credit Course

Course Overview	Students enhance their occupational level keyboarding competence of all keystroke functions, using unedited, edited and straight copy material.								
Prerequisite	<i>Please refer to Alberta Education's Provincially Authorized Senior High School Courses and Course Codes Document</i>								
Required Materials & Resources	<ul style="list-style-type: none"> • A Computer compatible with Google Chrome and / or Internet Explorer • and / or Microsoft Office • Access to a district email account 								
Learning Outcomes	<p>The student will:</p> <ul style="list-style-type: none"> A. Demonstrate Proficient Keyboarding Competence B. Apply Consistent and Appropriate Work Station Routines C. Identify Possible Life Roles Related to the Skills and Content of this Cluster 								
Note	<i>Within Alternative Education all teachers are required to follow a common course outline and gradebook set up.</i>								
Assessment	<p>The student's grade is determined by the knowledge the student has acquired based on the program of studies and the skills the student is able to show in articulating his or her knowledge.</p> <p>The student's grade will be calculated based on the following:</p> <p>Coursework – 100%</p> <p><i>*There is no final exam for this course</i></p>								
Topics of Study	<table border="1"> <thead> <tr> <th>THEME</th> <th>TITLE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><i>Keyboarding competence</i></td> </tr> <tr> <td>2</td> <td><i>Workplace Routines</i></td> </tr> <tr> <td>3</td> <td><i>Personal & Professional Connections</i></td> </tr> </tbody> </table>	THEME	TITLE	1	<i>Keyboarding competence</i>	2	<i>Workplace Routines</i>	3	<i>Personal & Professional Connections</i>
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An Important Note About Assessment	A wide range of assessment information is used in the development of a student's final grade. Within Alternative Education, individualized assessments provide specific information regarding student progress and overall performance in the course. Student assessments may vary from student to student to adapt to differences in student needs, learning styles, preferences and paces. The teacher will apply best teaching practices to determine appropriate assessment.								
TEACHER'S CONTACT INFORMATION:									
Teacher's Name:									
Teacher's Phone Number:									
Teacher's Email Address:									