



# ENLIGHTIUM ACADEMY

Ignitia™ Career and Technical Education  
Electives

Keyboarding and Applications

Enlightium Academy invites you to open the door to career and college readiness with Career and Technical Education (CTE) courses from Alpha Omega Publications - Ignitia™.

These rigorous, hands-on courses for grades 7-12 promote critical thinking, emphasize problem solving, and encourage students to take responsibility for their own learning. With 24 CTE courses divided into six clusters, these courses put students on practical paths to post-graduate success.

Should you have any questions about the curriculum, please contact [support@enlightiumacademy.com](mailto:support@enlightiumacademy.com) or call Enlightium Academy Customer Support at (866) 488-4818 ext. 2017.

If you have questions about technical support or product configuration, please see the information below for Alpha Omega Publications.

### **Alpha Omega Publications Technical Support**

Alpha Omega Publications' technical support is Ignitia™'s full-service technical support system. We exist to promote and preserve our customers' satisfaction. Our services include:

- Technical Support
- Product Configuration and Update Management

Please use the following information to contact Alpha Omega Publications' technical support:

**Online:**

Access our helpful Technical Support website simply by clicking on the life preserver located in the upper-right corner of any screen in our program!

**Telephone:**

Toll Free: 1-877-251-6662  
Monday –Friday 7 a.m. to 5 p.m. (CT)

## KEYBOARDING AND APPLICATIONS

### COURSE OVERVIEW

Keyboarding and Applications is a semester-long elective that teaches students keyboarding skills, technical skills, effective communication skills, and productive work habits. In this course, students will learn about proper keyboarding technique. Once students have been introduced to keyboarding skill, lessons will include daily practice of those skills. Students will gain an understanding of computer hardware, operating systems, file management, and the Internet. In addition, they will apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

This course provides key knowledge and skills in the following areas:

1. Computer Hardware
2. Keyboarding
3. Operating Systems
4. Word Processing
5. Electronic Presentations
6. Internet
7. Job Skills

By the end of the course, the student should be able to do the following:

- Identify various technologies, current and emerging.
- Select the appropriate technology to complete a task.
- Use the computer's operating system to execute work responsibilities.
- Demonstrate proper keyboarding technique.
- Improve speed and accuracy of keyboarding skills.
- Create word-processing documents with columns, graphics, and bulleted lists.
- Create and deliver an effective presentation following presentation guidelines.
- Effectively navigate the Internet and search for information.
- Evaluate a Web site in terms of reliability.
- Demonstrate communication skills for obtaining and conveying information.
- Send and receive information using electronic mail, following appropriate guidelines.

| <b>KEYBOARDING AND APPLICATIONS</b>                           |   |
|---|---|
| <b>UNIT 1: COMPUTER HARDWARE</b>                              |   |
| <b>Assignment Titles</b>                                      |   |
| 1. Course Overview  | 10. Quiz 2: Business Solutions                  |
| 2. Hardware and Software                                      | 11. Alternate Quiz 2—Form A: Business Solutions |
| 3. Current Business Technology                                | 12. Alternate Quiz 2—Form B: Business Solutions |
| 4. Quiz 1: Overview of Hardware and Software                  | 13. Project: Technology in Business             |
| 5. Alternate Quiz 1—Form A: Overview of Hardware and Software | 14. Special Project                             |
| 6. Alternate Quiz 1—Form B: Overview of Hardware and Software | 15. Review                                      |
| 7. Case Studies   | 16. Test  |
| 8. Emerging Technology  | 17. Alternate Test—Form A                       |
| 9. Project: Defining Technical Terms                          | 18. Alternate Test—Form B                       |
|   | 19. Glossary and Credits                        |

**KEYBOARDING AND APPLICATIONS  
UNIT 2: KEYBOARDING**

**Assignment Titles**

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|--------------------------------|---------------------------|
| 1. Keyboarding Pretest         | 7. Review                 |
| 2. Keyboarding Exercises       | 8. Test                   |
| 3. Number Keypad               | 9. Alternate Test—Form A  |
| 4. Keyboarding Practice        | 10. Alternate Test—Form B |
| 5. Project: Timed Typing Tests | 11. Glossary and Credits  |
| 6. Special Project             |                           |

**KEYBOARDING AND APPLICATIONS  
UNIT 3: COMPUTER OPERATING SYSTEMS**

**Assignment Titles**

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|--|------------------------------------|
| 1. What Is an Operating System?                  | 8. Project: Customize Your Desktop |
| 2. Getting Started—Exploring the Desktop         | 9. Special Project                 |
| 3. Using the Interface                           | 10. Review                         |
| 4. File Management                               | 11. Test                           |
| 5. Quiz 1: Operating Systems and File Management | 12. Alternate Test—Form A          |
| 6. Alternate Quiz 1—Form A: Keyboarding Skills   | 13. Alternate Test—Form B          |
| 7. Alternate Quiz 1—Form B: Keyboarding Skills   | 14. Glossary and Credits           |

**KEYBOARDING AND APPLICATIONS  
UNIT 4: WORD PROCESSING**

**Assignment Titles**

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|---|--|
| 1. Word Processing Basics                                   | 11. Project: Creating a Newsletter             |
| 2. Writing and Editing a Document                           | 12. Quiz 2: Keyboarding Skills                 |
| 3. Project: Creating a Memo                                 | 13. Alternate Quiz 2—Form A: Keyboarding Skill |
| 4. Formatting   | 14. Alternate Quiz 2—Form B: Keyboarding Skill |
| 5. Project: Writing Assignment                              | 15. Special Project                            |
| 6. Quiz 1: Introduction to Word Processing                  | 16. Review                                     |
| 8. Alternate Quiz 1—Form A: Introduction to Word Processing | 17. Test                                       |
| 9. Alternate Quiz 1—Form B: Introduction to Word Processing | 18. Alternate Test—Form A                      |
| 10. Copying, Cutting, and Pasting Newsletters               | 19. Alternate Test—Form B                      |
|   | 20. Glossary and Credits                       |

**KEYBOARDING AND APPLICATIONS  
UNIT 5: PRESENTATION TECHNOLOGY**

**Assignment Titles**

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|--|--|
| 1. What is Presentation Technology?                                    | 13. Layout   |
| 2. How is Presentation Technology Used?                                | 14. Putting It All Together                        |
| 3. Quiz 1: An Introduction to Presentation Technology                  | 15. Quiz 3: Presentation Planning                  |
| 4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology | 16. Alternate Quiz 3—Form A: Presentation Planning |
| 5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology | 17. Alternate Quiz 3—Form B: Presentation Planning |
| 6. Working with Text   | 18. Project: Creating a Presentation               |
| 7. Working with Graphics   | 19. Special Project                                |
| 8. Working with Special Effects  | 20. Review   |
| 9. Quiz 2: Presentation Guidelines                                     | 21. Test   |
| 10. Alternate Quiz 2—Form A: Presentation Guidelines                   | 22. Alternate Test—Form A                          |
| 11. Alternate Quiz 2—Form B: Presentation Guidelines                   | 23. Alternate Test—Form B                          |
| 12. Content  | 24. Glossary and Credits                           |

**KEYBOARDING AND APPLICATIONS****UNIT 6: INTERNET****Assignment Titles**

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|--|---------------------------|
| 1. Internet Browsers                                   | 8. Special Project        |
| 2. Internet Strategies                                 | 9. Review                 |
| 3. Finding Reliable Internet Resources                 | 10. Test                  |
| 4. Quiz: Introduction to the Internet                  | 11. Alternate Test—Form A |
| 5. Alternate Quiz—Form A: Introduction to the Internet | 12. Alternate Test—Form B |
| 6. Alternate Quiz—Form B: Introduction to the Internet | 13. Glossary and Credits  |
| 7. Project: The History of the Internet                |                           |

**KEYBOARDING AND APPLICATIONS****UNIT 7: COMMUNICATION SKILLS****Assignment Titles**

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|--|--|
| 1. What is Presentation Technology?                                    | 13. Layout   |
| 2. How is Presentation Technology Used?                                | 14. Putting It All Together                        |
| 3. Quiz 1: An Introduction to Presentation Technology                  | 15. Quiz 3: Presentation Planning                  |
| 4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology | 16. Alternate Quiz 3—Form A: Presentation Planning |
| 5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology | 17. Alternate Quiz 3—Form B: Presentation Planning |
| 6. Working with Text   | 18. Project: Creating a Presentation               |
| 7. Working with Graphics   | 19. Special Project                                |
| 8. Working with Special Effects  | 20. Review   |
| 9. Quiz 2: Presentation Guidelines                                     | 21. Test   |
| 10. Alternate Quiz 2—Form A: Presentation Guidelines                   | 22. Alternate Test—Form A                          |
| 11. Alternate Quiz 2—Form B: Presentation Guidelines                   | 23. Alternate Test—Form B                          |
| 12. Content  | 24. Glossary and Credits                           |

**KEYBOARDING AND APPLICATIONS****UNIT 8: COURSE REVIEW AND EXAM****Assignment Titles**

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|-----------|--------------------------|
| 1. Review | 3. Alternate Test—Form A |
| 2. Exam   | 4. Alternate Test—Form B |