

# **COMPUTER KEYBOARDING**

## **MAJOR INSTRUCTIONAL GOALS**

The student will:

1. identify the components of computers and peripheral hardware.
2. use appropriate functions of computer operating systems.
3. demonstrate proper keyboarding technique.
4. demonstrate formatting skills.
5. demonstrate proofreading and editing skills.
6. format and produce personal and business documents.
7. demonstrate a basic level of keyboarding speed and accuracy.