

St. Nathy's College

Subject Department Plan
for:

Typewriting

Year:

2009/2010

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1. Subject Aims:

To enable students to operate the keyboard by touch, using correct technique.

To develop in students the ability to understand written instructions.

To increase students ability to integrate related learnings in production typewriting.

To enable students to demonstrate keyboarding skills with confidence.

2. Subject Objectives:

Students will learn correct posture at the keyboard.

Students will learn to operate all aspects of the keyboard.

Students will develop competence in straight copy typing.

Students will develop proof reading abilities, detect errors and acquire a critical attitude towards spelling, punctuation and syntax.

Students will be able to arrange material attractively.

Subject Co-ordinator:

Ms. Elizabeth Conway

Subject Teacher:

Ms. Elizabeth Conway

Time Allocation:

First Year – Three class periods per week.

Second Year – Four class periods per week.

Third Year – Four class periods per week.

Options Structure:

Option in First Year

Option in Second Year leading to Third Year and Junior Cert Examination.

Timetabling:

See time allocation

Grouping of Pupils (Mixed ability, Streaming):

Mixed ability grouping

The system works well as each student progresses according to his/her ability, and each Junior Cert student chooses the level – Ordinary or Higher – according to ability.

Student Access to Subject / Level:

Students opt for typing at registration and attend classes for their first year.

During their second and third years students study the subject to Higher level, and then decide on the appropriate level at which to sit the subject at Junior Cert.

Class Organisation:

Roll attendance is noted at each class. Inability to take part in the class because of injuries outside class is also noted. Each student sits at a typewriter facing the teachers' desk. This is the classic arrangement for this subject.

Textbooks and Course Materials:

Year	Textbooks	Course Materials
1st	Typing First Course (4th Edition) Archie Drummond Anne Coles- Magford Publisher. McGraw -Hill	Additional material provided by the teacher
2nd	As per First Year	Ordinary level examination papers from previous years and additional suitable material

Year	Textbooks	Course Materials
3rd	As per First Year	Ordinary and Higher Level papers from previous years and additional suitable material

Planning for Students with Special Needs:

Students with sight or hearing problems are assigned suitable seating/ location in the classroom.

Each student completes tasks at his/her own speed, and this accommodates students with learning difficulties.

Consultation from time to time with resource teachers.

Non-English speaking students find the subject helpful in expanding their learning of English.

Cross-Curricular Planning:

No formal planning, but the subject has a lot in common with English language – spelling, punctuation and letter-writing.

Casual consultation between teachers a issues occur.

Subject Planning for a Culturally Diverse Society:

The syllabus is based on commercial issues and may be said to be culturally neutral.

The subject does afford a limited scope to accommodate culture diversity.

Effective Teaching Methodologies:

Methodologies include:

Finger exercise drills

Keyboard skills drills

Accuracy building drills

Speed building drills

Document layout options

Repetition and practice of the above in order to reinforce the learning process.

Range/Variety of Resources:

Instruction books

Examination papers

Extra assignment and tasks material.

Availability/Use of ICT Facilities:

Electronic typewriters – Brother Cm - 1000

Provision for Health and Safety Requirements:

Electric plugs have a switch.

Typewriters have a switch.

Students are taught correct posture and technique.

Lapses in correct posture, etc are noted and corrected.

Curriculum Content – Long-Term Planning

Content to be covered in each Year of Programme:

Year 1

Keyboard Drills
Accuracy Building Drills
Sentences, punctuation
Paragraphs
Layouts – single notices and menus
Single letter – writing
Addressing envelopes.

Year 2

Review of Year 1 topics
Ongoing skill and accuracy drills
Accuracy Tests
Tabulation
Further layouts – notices, menus etc.
Correction of errors
Typing from manuscript.

Curriculum Content – Long-Term Planning

Content to be covered in each Year of Programme:

Year 3

Review of Year 2 topics
Further Tabulation
Agendas
Memoranda
Application Forms
More complex notices
Examination preparation

Assessments/Examinations Procedures:

Frequent tasks and tests.

Students are made aware of errors

Formal tests at Halloween
Christmas
Easter
Summer

Special pre-examination tests for Junior Cert students

Record Keeping Procedures:

Teachers holds records of all tests school holds records of formal tests.

Reporting Procedures:

Students are made aware of all results.

Official reports sent to parents at Christmas and Summer

Parents are given a full report of the students progress at the Parent/Teacher meetings.