

Wilson Area High School Planned Course Guide

Title of Planned Course: Keyboarding

Subject Area: Business

Grade Level: 9-12

Course Description: Keyboarding introduces, reviews and reinforces proper keyboarding technique, speed and accuracy. In a world reliant on technology, it is important for individuals to increase their efficiency and accuracy, which will serve as a valuable skill needed for data entry, data retrieval and document processing. Students will learn using the home-row touch method. This method will become imperative for use in both, personal as well as professional applications.

Time/Credit for this Course: Half Year / 0.5 Credit

Curriculum Writing Committee: Kari Maskalis

Curriculum Map

August / January

Types of Keyboards and When Used
Benefits of Proficient Keyboarding

September / February

Benefits of Proficient Keyboarding
Posture and Ergonomics
Introduction to Finger Placement and Key Memorization

October / March

Benefits of Proficient Keyboarding
Home Row

November / April

Home Row
Top Row

December / May

Bottom Row
Caps and Shift

January / June

Numbers and Characters
Number Pad

**Wilson Area School District
Planned Course Materials**

Course Title: Keyboarding

Teacher Resources:

- Typetastic
- Online Typing Club
- Internet
- Various Online Software

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Types of Keyboards and When Used

Time Frame: 1 Week

State Standards: 15.4.2A,B,D; 15.4.5A,C; 15.4.8A,C

Essential Content/Objectives: At the end of the unit, students will be able to:

- Identify various types of keyboards
- Identify which keyboard should be used in order to effectively complete a given keyboarding associated task.

Core Activities: Students will complete/participate in the following:

- Identify various types of keyboards
- Understand the benefits to different types of keyboards
- Complete a matching assignment of picture of keyboard with description

Extensions:

- Additional matching worksheets
- Persuasive powerpoint addressing a given task, which type of keyboard would be best, and an explanation as to why that would be the best choice

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Class assignments
- **Summative:**
 - Quizzes

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Benefits of Proficient Keyboarding

Time Frame: 2 Weeks

State Standards: 15.4.5A; 15.4.8A

Essential Content/Objectives: At the end of the unit, students will be able to:

- Identify the benefits of learning to type effectively and efficiently
- Describe careers which will benefit from a knowledge and understanding of proper keyboarding

Core Activities: Students will complete/participate in the following:

- Research careers that have a strong interdependence with proper keyboarding skills
- Understand why keyboarding properly, effectively, and efficiently can help them in their future

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Class assignments
- **Summative:**
 - Typed essay describing a career that could benefit from proficient keyboarding
 - Scored rubric for essay

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Posture and Ergonomics

Time Frame: 1 Week

State Standards: 15.4.5D; 15.4.8C

Essential Content/Objectives: At the end of the unit, students will be able to:

- Understand correct body position when using a keyboard
- Understand the benefits of using proper typing position

Core Activities: Students will complete/participate in the following:

- Chart that identifies proper posture while keyboarding
- Understand and analyze professional articles pertaining to ergonomics

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Class assignments
- **Summative:**
 - Detailed analysis of professional journal articles

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Introduction to Finger Placement and Key Memorization

Time Frame: 1 Week

State Standards: 15.4.2A,B,D; 15.4.5A,C,D; 15.4.8A,C

Essential Content/Objectives: At the end of the unit, students will be able to:

- Identify correct hand placement on a keyboard for effective and efficient keyboarding practice
- Complete a blank keyboard layout and correctly identify the placement of keys on a QWERTY keyboard

Core Activities: Students will complete/participate in the following:

- TypeTastic Unit 2: All Fingers Aboard
- TypeTastic Unit 3: Ready, Set, Type! Jr.
- TypeTastic Unit 4: Ready, Set, Type
- TypeTastic Unit 9: Motor Skills
- TypeTastic Unit 10: Touch Typing
- TypeTastic Unit 11: Speed Building

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Typing Rubrics
 - Class assignments
- **Summative:**
 - Rubric guided projects
 - Weekly speed test
 - Rote memorization of keys weekly quiz

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Home Row

Time Frame: 1 to 2 Weeks

State Standards: 15.4.2B

Essential Content/Objectives: At the end of the unit, students will be able to type utilizing the home row of keys without looking at the keys.

Core Activities: Students will complete/participate in the following:

- TypeTastic Unit 2: All Fingers Aboard
- TypeTastic Unit 3: Ready, Set, Type! Jr.
- TypeTastic Unit 4: Ready, Set, Type
- TypeTastic Unit 5: Full Speed Ahead
- Popcorn typer, home row practice
- Weekly speed test based upon home row completion of activities and memorization of keys
- Type utilizing the home row of keys without looking at the keyboard and with a darkened screen to focus on accuracy and efficiency
- Typing Club Lessons 2-23, 89-126, 127-137, 622-652, and 653-685

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Typing Rubrics
 - Class assignments
- **Summative:**
 - Rubric guided projects
 - Weekly speed test
 - Rote memorization of keys weekly quiz

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Top Row

Time Frame: 1 to 2 Weeks

State Standards: 15.4.2B

Essential Content/Objectives: At the end of the unit, students will be able to:

- Type utilizing the top row of keys without looking at the keyboard

Core Activities: Students will complete/participate in the following:

- TypeTastic Unit 2: All Fingers Aboard
- TypeTastic Unit 3: Ready, Set, Type! Jr.
- TypeTastic Unit 4: Ready, Set, Type
- Popcorn typer, top row practice
- Weekly speed test based upon top row completion of activities and memorization of keys
- Type utilizing the top row of keys without looking at the keyboard and with a darkened screen to focus on accuracy and efficiency
- Typing Club Lessons 24-51, 192-202, 203-233, 622-652, and 653-685

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Typing Rubrics
 - Class assignments
- **Summative:**
 - Rubric guided projects
 - Weekly speed test
 - Rote memorization of keys weekly quiz

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Bottom Row

Time Frame: 1 to 2 Weeks

State Standards: 15.4.2B

Essential Content/Objectives: At the end of the unit, students will be able to:

- Utilize the bottom row of keys without looking at the keyboard

Core Activities: Students will complete/participate in the following:

- TypeTastic Unit 2: All Fingers Aboard
- TypeTastic Unit 3: Ready, Set, Type! Jr.
- TypeTastic Unit 4: Ready, Set, Type
- Popcorn typer, bottom row practice
- Typing Club, Lessons 52-88
- Weekly speed test based upon bottom row completion of activities and memorization of keys
- Type utilizing the bottom row of keys without looking at the keyboard and with a darkened screen to focus on accuracy and efficiency
- Typing Club Lessons 52-88, 234-244, and 245-285

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Typing Rubrics
 - Class assignments
- **Summative:**
 - Rubric guided projects
 - Weekly speed test
 - Rote memorization of keys weekly quiz

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Caps and Shift

Time Frame: 1 to 2 Weeks

State Standards: 15.4.2B

Essential Content/Objectives: At the end of the unit, students will be able to:

- Utilize the caps lock key and the shift keys without looking at the keyboard

Core Activities: Students will complete/participate in the following:

- TypeTastic Unit 2: All Fingers Aboard
- TypeTastic Unit 3: Ready, Set, Type! Jr.
- TypeTastic Unit 4: Ready, Set, Type
- TypeTastic Unit 5: Full Speed Ahead
- TypeTastic Unit 6: Catch Those Numbers
- TypeTastic Unit 7: The Secret of Symbols
- Popcorn typer, caps lock button and shift keys practice
- Weekly speed test based upon home row, top row, bottom row, caps lock and shift keys completion of activities and memorization of keys
- Type utilizing the caps lock and shift keys without looking at the keyboard and with a darkened screen to focus on accuracy and efficiency
- Typing Club Lessons 138-191, 286-316, 317-346, 461-491, and 492-524

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Typing Rubrics
 - Class assignments
- **Summative:**
 - Rubric guided projects
 - Weekly speed test
 - Rote memorization of keys weekly quiz

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Numbers and Symbols

Time Frame: 1 to 2 Weeks

State Standards: 15.4.2B

Essential Content/Objectives: At the end of the unit, students will be able to:

- Utilize the number row of keys, including the symbols associated with each number key, without looking at the keyboard

Core Activities: Students will complete/participate in the following:

- TypeTastic Unit 6: Catch Those Numbers
- TypeTastic Unit 7: The Secret of Symbols
- TypeTastic Unit 12: Number Row practice
- TypeTastic, Unit 13: Symbols
- Weekly speed test based upon completion of activities and memorization of keys
- Type utilizing the home row, bottom row, top row, caps lock, shift keys, and the number row of keys without looking at the keyboard and with a darkened screen to focus on accuracy and efficiency
- Typing Club Lessons 245-274, 317-346, 389-418, 525-557, and 558-590

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Typing Rubrics
 - Class assignments
- **Summative:**
 - Rubric guided projects
 - Weekly speed test
 - Rote memorization of keys weekly quiz

Curriculum Scope & Sequence

Planned Course: Keyboarding

Unit: Number Pad

Time Frame: 1 to 2 Weeks

State Standards: 15.4.2B

Essential Content/Objectives: At the end of the unit, students will be able to:

- Utilize the number pad without looking at the keyboard

Core Activities: Students will complete/participate in the following:

- TypeTastic Unit 8: Know Your Numpad
- TypeTastic Unit 14: Number Pad
- Weekly speed test based upon completion of activities and memorization of keys
- Type utilizing number pad without looking at the keyboard and with a darkened screen to focus on accuracy and efficiency
- Typing Club Lessons 419-429, 430-460, and 591-621

Instructional Methods:

- Direct instruction
- Guided and independent reading
- Independent practice
- Projects

Materials & Resources:

- Computer
- Online Typing Club
- Supplemental worksheets
- Paper to cover hands

Assessments:

- **Formative:**
 - Observation
 - Spot check quizzes
 - Typing Rubrics
 - Class assignments
- **Summative:**
 - Rubric guided projects
 - Weekly speed test
 - Rote memorization of keys weekly quiz