

The student will develop skills in operating a keyboard by touch with emphasis on entering the alphabet, numbers, and symbols with proper technique.

Recommended Prerequisite: NA

Grades: 4-8

**Course Codes: 0410 - 4th Grade
0510 - 5th Grade
0610 - 6th Grade
0710 - 7th Grade
0810 - 8th Grade**

Standard: 1.0

The student will operate and maintain the workstation.

Standard 2.0

The student will operate the alphabetic, numeric, and symbol keyboard using the touch system.

Standard 3.0

The student will format simple documents (letters, reports, articles).

Standard 4.0

The student will apply standard rules of spelling, punctuation, grammar, and capitalization.

Course Description

The student will develop skills in operating a keyboard by touch with emphasis on entering the alphabet, numbers, and symbols with proper technique. *(A computerized workstation with dedicated software for each student is necessary. Examples: netbook, keyboarding training station, laptop, or desktop. If on-line instruction is the vehicle used for instruction, Internet connectivity is essential.)*

Standard: 1.0

The student will operate and maintain the workstation.

Learning Expectations

The student will:

- 1.1 Interpret computer and keyboarding terminology.
- 1.2 Manage the computer system and related software.
- 1.3 Demonstrate appropriate lab safety skills.

Student Performance Indicators: Evidence Standard is Met

The student:

- Uses and applies computer and keyboarding terminology.
- Identifies the functions of computer components.
- Uses input devices, such as mouse, keyboard, and voice.
- Uses output devices such as a printer.
- Saves, retrieves, and deletes files.
- Assesses the potential safety hazards in a computer lab.
- Demonstrates lab safety knowledge with 100% score on lab safety quiz.

Sample Performance Task

- Use a check sheet to evaluate knowledge of computer and keyboarding terminology.
- In a group project review and analyze possible safety hazards in a computer lab.

Standard 2.0

The student will operate the alphabetic, numeric, and symbol keyboard using the touch system.

Learning Expectations

The student will:

- 2.1 Demonstrate correct body and hand position for keyboarding.
- 2.2 Apply the touch system to develop keyboarding skills using the alphabetic, numeric, and symbol keys.
- 2.3 Observe a demonstration on voice input.

Student Performance Indicators: Evidence Standard is Met

The student:

- Exhibits proper posture and fingering techniques for the alphanumeric keyboard.
- Applies the touch-keying system to develop basic skills on the alphanumeric keyboard at a rate of 15 gross words a minute (GWAM) for a one-minute timed writing.
- Practices proper response patterns to gain speed and accuracy.
- Uses the correct touch system to reach the numeric and symbol keys.

Sample Performance Task

- Using the touch system, key the alphabet and symbols keys.
- Use a technique check sheet to evaluate proper techniques at the keyboard.
- Use the touch system to perform daily drills on sentences and paragraphs from straight copy.
- Perform drills on sentences and paragraphs utilizing the mouse, keyboard, voice, and print completed assignments.
- Using the touch system, key the numbers on numeric keypad.
- Using any word processing or keyboard program, the students will take a timed keyboarding test to determine their gross words per minute.

Standard 3.0

The student will format simple documents (letters, reports, articles).

Learning Expectations

The students will:

- 3.1 Key documents applying formatting functions for setting margins, tabs, and paragraph spacing.
- 3.2 Demonstrate proper keying and formatting technique for simple letters, reports, and articles.
- 3.3 The student will apply typography guidelines.
- 3.4 Explore the gathering of information using a variety of electronic resources, including but not limited to the Internet.

Student Performance Indicators: Evidence Standard is Met

The student:

- Uses the touch system and word processing software to key, edit, save, and print documents.
- Keys a personal business letter meeting acceptable mailability standards.
- Keys a report and an article meeting acceptable mailability standards.
- Use a variety of technology resources to address a variety of tasks and problems.
- Saves documents and prints hard copy.

Sample Performance Task

- Key and format.
- Key and format a cover sheet for a book report/assignment.
- Key and format lists.
- Key and format a simple announcement, personal letters, article, and report memorandums applying formatting and typography guidelines.
- Perform drills applying formatting functions to set margins, tabs, and paragraph spacing on a document.
- Use technology resources to research then create a report on a given topic.

Standard 4.0

The student will apply standard rules of spelling, punctuation, grammar, and capitalization.

Learning Expectations

The student will:

- 4.1 Demonstrate proper keying and formatting technique for written communications.
- 4.2 Compose and proofread documents for accuracy, content, grammar, spelling, and punctuation.

Student Performance Indicators: Evidence Standard is Met

The student:

- Applies spelling, punctuation, grammar, and capitalization to documents.
- Uses correct sentence structure in composing and formatting text.

Sample Performance Task

- Compose and key sentences and paragraphs applying spelling, punctuation, and capitalization.
- Compose and key sentences and paragraphs using correct grammar.
- Print a personal business letter and a one-page report. Correct errors and print.