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
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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: 4 Days

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:  4 days

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:
    o Observation
    o Spot check quizzes
    o Class assignments
  ● Summative:
    o Typed essay describing a career that could benefit from proficient keyboarding
    o 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 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:
- Popcorn typer, home row practice
- Typing Club, Lessons 2-23
- 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

**Extensions:**
- Typing Club Lessons 89-126
- Typing Club Lessons 127-137

**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:
- Popcorn typer, top row practice
- Typing Club, Lessons 24-51
- 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

Extensions:
- Typing Club Lessons 192-202
- Typing Club Lessons 203-233

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:
- 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

**Extensions:**
- Typing Club Lessons 234-244
- Typing Club Lessons 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:
- Popcorn typer, caps lock button and shift keys practice
- Typing Club, Lessons 138-191
- 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

**Extensions:**
- Typing Club Lessons

**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
Planed 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 12: Number Row practice
- Typing Club, Lessons 245-274
- TypeTastic, Unit 13: Symbols
- Typing Club, Lessons 317-346
- Typing Club, Lessons 389-418
- 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

Extensions:
- Typing Club Lessons

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 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

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