

TECHNOLOGY-12/13

ESSENTIAL UNIT 1 (E01)

(Keyboarding)
(July 2017)

Unit Statement: The student will demonstrate proper keyboarding technique. Proper technique forms the foundation for successful touch keyboarding. **The importance of demonstrating and continuously encouraging proper technique with the students cannot be over-emphasized.** Technique should be observed and closely monitored whenever a student is operating a keyboard, whether they are keying a story or practicing keyboarding drills. It is extremely important to encourage and develop good keyboarding habits right from the start.

Essential Outcomes: (must be assessed for mastery)

1. **The Student Will** key the alphabetic and numeric keyboard by touch using the correct finger of the correct hand, without looking at the keyboard.
2. **TSW** apply the skill of touch keyboarding to all areas of study.
3. **TSW** use the correct hand for all alphabetic, numeric, and special purpose keys.
4. **TSW** demonstrate proper technique including but not limited to ergonomically correct posture.
5. **TSW** type at a speed of at least 30 words per minute with greater than 90% accuracy.

Software/Resources:

Keyboarding Software and websites

Typing.com - <https://typing.com>

Ratatype - <http://ratatype.com>

Network Software

Rapid Typing Tutor – <http://rapidtyping.com>

Keyboard covers can aid in the learning of proper touch typing without looking at the keyboard.

Destiny Webpath Express (found on QSI schools Library site) use this search engine to find age-appropriate websites that align with this unit.

Suggested Assessment Tools and Strategies:

1. Teacher observation.
2. Records kept by the typing program used.

Assessment Rubric – E01 – Keyboarding

Student Name: _____ **Date:** _____

To receive a ‘B’ the student must show ‘B’ level mastery on ALL Essential Outcomes. (TSW’s)

To receive an ‘A’, the student must show ‘A’ level mastery on all available and ‘B’ level mastery on all remaining TSW’s.

TSW	‘A’ Level Mastery	‘B’ Level Mastery	‘P’ Comments
1. Key the alphabetic and numeric keyboard by touch using the correct finger of the correct hand.	Always uses the correct finger of the correct hand to key the alphabetic and numeric keyboard by touch, without looking at the keyboard and with minimal number of mistakes.	Always uses the correct finger of the correct hand to key the alphabetic and numeric keyboard by touch, most of the time without looking. Makes some mistakes.	
2. Apply the skill of touch keyboarding to all areas of study whenever possible.	Always uses correct touch keyboarding whenever keyboarding is used.	Uses correct touch keyboarding most of the time when keyboarding is used.	
3. Use the correct hand for all alphabetic, numeric, and special purpose keys including cursor (arrow) keys, escape key, delete key, and the break key.	Always uses the correct hand for all alphabetic, numeric, and special purpose keys including cursor (arrow) keys, escape key, delete key, and the break key.	Most of the time uses the correct hand for all alphabetic, numeric, and special purpose keys including cursor (arrow) keys, escape key, delete key, and the break key.	
4. Demonstrate proper technique including but not limited to ergonomically correct posture.	Always demonstrates proper technique including but not limited to ergonomically correct posture when using a computer.	Most of the time demonstrates proper technique including but not limited to ergonomically correct posture when using a computer.	
5. Type at a speed of at least 35 words per minute with greater than 90% accuracy.	Always types at a consistent speed of more than 42 words per minute with accuracy greater than 90%.	Types at a consistent speed of at least 35 words per minute with an accuracy greater than 90% most of the time.	