

#	Standard	Text Correlation	Correlation Narrative
3	<p><i>Demonstrate teamwork skills:</i></p> <ul style="list-style-type: none"> <li>• <i>contributing to the success of the team (e.g., brainstorming solutions, volunteering, performing in accordance with the assigned role)</i></li> <li>• <i>assisting others (e.g., supporting team members and leaders, taking initiative)</i></li> <li>• <i>requesting help when needed (e.g., asking questions after consulting manuals on policies and procedures, knowing when to seek help from coworkers and supervisors).</i></li> </ul>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4</p> <p>Open Type feature</p>	<p>Students are provided with content for the main lessons in each unit. Students can share strategies/techniques to increase speed and accuracy and compete for performance. Using the Open Type feature, the instructor can direct the content subject, have students collaborate, or have students choose the subject to write about.</p>
9	<p><i>Demonstrate effective reading and writing skills:</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4</p> <p>Open Type feature</p>	<p>EduTyping lessons not only build keyboarding accuracy and efficiency, but build vocabulary and grammar and punctuation conventions as well. Students practice with provided content and in the Open Type feature, develop and key their own writing.</p> <p>Having students key their thoughts gets to the thinking part of writing, or cognitive automaticity, quicker.</p>
10	<p><i>Demonstrate critical-thinking and problem-solving skills:</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4</p> <p>Open Type feature</p>	<p>Repeated drill, practice and reinforcement activities allow students to self assess their technique, collaborate with classmates and develop ways to correct and improve efficiency and accuracy.</p>
<b># Keyboarding (Secondary) 6151</b>			
35	<p><i>Describe ergonomic and repetitive strain injury (RSI) guidelines related to safe computer use.</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4</p> <p>Open Type feature</p>	<p>Students are visually guided to proper hand position and technique; importance of good posture presented in Typing Techniques section.</p>
37	<p><i>Boot, access, reboot, and shut down an operating system and start and exit software programs.</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4</p> <p>Open Type feature</p>	<p>Students log in to their individual account and log out when lesson is complete.</p>
38	<p><i>Use best practices for computer security.</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature</p>	<p>Students are given a user name and password and instructed to keep it in a safe place and not share with others.</p>
39	<p><i>Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, audio/voice input, voice recognition).</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature</p>	<p>Students use a keyboard and mouse to navigate through the software.</p>
40	<p><i>Key alphabetic, numeric, and symbol information, using a touch system and correct techniques.</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature</p>	<p>Using proper technique, students key lessons and reinforce through practice drills, timed writings and news articles.</p>
41	<p><i>Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse, and function keys.</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature</p>	<p>Students navigate through the software, choosing which lesson to activate. Students manage their own usage and check their own progress.</p>
43	<p><i>Improve keyboarding techniques.</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature</p>	<p>Students identify techniques that are problematic, practice selected technique drills to correct the identified problems, and use grading scales to assess progress.</p>
44	<p><i>Increase keyboarding speed and accuracy.</i></p>	<p>Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature</p>	<p>Students practice drills that encourage speed with accuracy, working toward a controlled rate of speed that will provide a high degree of accuracy and assess their own progress, tracking speed and accuracy scores.</p>
48	<p><i>Edit copy.</i></p>	<p>Open Type feature</p>	<p>Students develop their own copy in the Open Type feature, developing the text and editing before keying as a timed writing.</p>

#	Keyboarding Applications 6153		
36	<i>Describe ergonomic and repetitive strain injury (RSI) guidelines related to safe computer use.</i>	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4 Open Type feature	Students are visually guided to proper hand position and technique; importance of good posture presented in Typing Techniques section.
38	<i>Boot, access, reboot, and shut down an operating system and start and exit software programs.</i>	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4 Open Type feature	Students log in to their individual account and log out when lesson is complete.
39	<i>Use best practices for computer security.</i>	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature	Students are given a user name and password and instructed to keep it in a safe place and not share with others.
40	<i>Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, audio/voice input, voice recognition).</i>	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature	Students use a keyboard and mouse to navigate through the software.
41	<i>Key alphabetic, numeric, and symbol information, using a touch system and correct techniques.</i>	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature	Using proper technique, students key lessons and reinforce through practice drills, timed writings and news articles.
42	<i>Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse, and function keys.</i>	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature	Students navigate through the software, choosing which lesson to activate. Students manage their own usage and check their own progress.
44	<i>Improve keyboarding techniques.</i>	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature	Students identify techniques that are problematic, practice selected technique drills to correct the identified problems, and use grading scales to assess progress.
45	<i>Increase keyboarding speed and accuracy to meet industry standards based on times writings.</i>	Unit 1: Lessons 1-22; Unit 2: Lessons 1-11; Unit 3: Lessons 1-4; Open Type feature	Students practice drills that encourage speed with accuracy, working toward a controlled rate of speed that will provide a high degree of accuracy and assess their own progress, tracking speed and accuracy scores.
49	<i>Edit copy.</i>	Open Type feature	Students develop their own copy in the Open Type feature, developing the text and editing before keying as a timed writing.