KEYBOARDING
COURSE CODE: 2706

COURSE DESCRIPTION: The Keyboarding course is designed for middle school students to master the skill of entering alphabetic, numeric, and symbolic information on a keyboard and a ten-key pad using the touch method of key stroking. Emphasis is placed on development of accuracy and speed, proper techniques, and correct finger positions. Students will further develop and enhance touch skills for entering information using a keyboard to compose and produce personal, educational, and professional documents. Digital literacy, composition, and language skills are embedded throughout the course.

OBJECTIVE: Given the necessary hardware, software, supplies, and facilities, the student will be able to successfully complete all of the following standards within a 90-hour course.

COMPUTER REQUIRED: One Desktop computer per student

COURSE CREDIT: N/A

RECOMMENDED GRADE LEVEL: 7 - 8

A. SAFETY

Effective professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Review school safety policies and procedures.
   - Not addressed
2. Review classroom safety rules and procedures.
   - Not addressed
3. Review safety procedures for using equipment in the classroom.
   - EduTyping, Jr. Activity Packet: "Computer Lab Rules"
4. Identify major causes of work-related accidents in office environments.
   - Not addressed
5. Demonstrate safety skills in an office/work environment.
   - Not addressed

B. STUDENT ORGANIZATIONS

Effective professionals know the academic subject matter, including professional development, required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).
   - Not addressed, however the benefits of participating in student organizations in preparing for careers is discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep"
2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
   - Not addressed
3. Explain the benefits and responsibilities of being a member of a CTSO.
   - Not addressed, however the benefits of participating in student organizations in preparing for careers is discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep"
4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.
   - Not addressed
5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.
   - Not addressed

C. TECHNOLOGY KNOWLEDGE

Effective professionals know the academic subject matter, including the ethical use of technology as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
   - Not addressed
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
   - EduTyping, Jr. Computer Basics Activity Packet: "Online Behavior"
   - EduTyping Secondary Professionalism in the Workplace Activity Packet: "Technology in the Workplace – Background"; Timed Writings "Netiquette." Student types a 300-word article on netiquette.
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
   - EduTyping, Jr. Activity Packets: "Surfing Safely," "Cyber Safety," "Online Behavior," "Internet Search Tips"
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; cyberbullying, licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).
   - EduTyping, Jr. Activity Packets: "Surfing Safely," "Cyber Safety," "Online Behavior," "Internet Search Tips"
   - EduTyping Secondary Practice Library: "Cyber Safety." Students key a 425-word article on using the internet safely.
5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics

pertaining to downloading of images, Creative Commons, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.
- Not addressed

6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
- EduTyping Secondary Professionalism in the Workplace Activity Packet: "Technology in the Workplace – Background"

7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.
- EduTyping, Jr. Activity Packets: "Surfing Safely"
- EduTyping Secondary Practice Library: "Cyber Safety." Students key a 425-word article on possible online threats.

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate punctuality.
- Students will demonstrate punctuality daily when they arrive to class on time and submit completed work in the allotted timeframe determined by the instructor. In addition, professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."

2. Demonstrate self-representation.
- Professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."

3. Demonstrate work ethic.
- Students will demonstrate good work ethic as they complete lessons with responsibility, respect, discipline, and integrity. In addition, professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."

4. Demonstrate respect.
- Students will demonstrate respect by working with care when using technology and computer equipment. In addition, professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."

5. Demonstrate time management.
- EduTyping Secondary Professionalism in the Workplace Activity Packet: "Time Management"
- Students will demonstrate time management skills by completing assigned lessons within the timeframe determined by the instructor.

6. Demonstrate integrity.
- Students will demonstrate integrity as they work independently and use technology responsibly when sharing files and searching the internet. In addition, professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."

7. Demonstrate leadership.
- Not addressed

8. Demonstrate teamwork and collaboration.
   - EduTyping Secondary Professionalism in the Workplace Activity Packet: "Communication and Collaboration"
9. Demonstrate conflict resolution.
   - Not addressed, however collaboration skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Communication and Collaboration."
10. Demonstrate perseverance.
    - Students will demonstrate perseverance as they work to improve touch typing throughout keyboarding lessons, including working on problem keys and improving timed writing scores. In addition, professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."
11. Demonstrate commitment.
    - Students will demonstrate commitment as they dedicate consistent practice and improvement in touch typing. In addition, professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."
12. Demonstrate a healthy view of competition.
    - Not addressed
13. Demonstrate a global perspective.
    - Not addressed
14. Demonstrate health and fitness.
    - EduTyping, Jr. Practice Library: "The Importance of Exercise." Students key a 420-word article on the benefits of health and staying fit.
15. Demonstrate self-direction.
    - Students will demonstrate self-direction as they work independently throughout touch typing lessons to progress from key to key and improve their technique, speed, and accuracy. In addition, professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."
16. Demonstrate lifelong learning.
    - Not addressed

E. PROFESSIONAL KNOWLEDGE

Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate effective speaking and listening skills.
   - Students demonstrate effective speaking and listening skills throughout the EduTyping course—particularly by completing the EduTyping Secondary Presentations curriculum and/or the EduTyping, Jr. Presentations curriculum.
2. Demonstrate effective reading and writing skills.
   - EduTyping Secondary Professionalism in the Workplace Activity Packet: "Communication and Collaboration," Word Processing Activity Packets: "Basic Professional Writing" and "Editing and Proofreading." In addition, students demonstrate effective reading and writing skills reading prompts and lessons throughout the EduTyping curriculum and keying writing.

3. Demonstrate mathematical reasoning.
   - Not addressed
4. Demonstrate job-specific mathematics skills.
   - Not addressed
5. Demonstrate critical-thinking and problem-solving skills.
   - Students will demonstrate critical-thinking and problem-solving skills as they complete activity packets throughout the EduTyping, Jr. and EduTyping Secondary curricula, particularly computer applications projects. In addition, professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."
6. Demonstrate creativity and resourcefulness.
   - Students will demonstrate creativity and resourcefulness as they complete activity packets throughout the EduTyping, Jr. and EduTyping Secondary curricula, particularly computer applications projects. In addition, professionalism skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep."
7. Demonstrate an understanding of business ethics.
   - EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep"
8. Demonstrate confidentiality.
   - EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep"
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
   - Not addressed
10. Demonstrate diversity awareness.
    - Not addressed
11. Demonstrate job acquisition and advancement skills.
    - EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep"
12. Demonstrate task management skills.
    - EduTyping Secondary Professionalism in the Workplace Activity Packet: "Career Prep" and "Time Management"
13. Demonstrate customer-service skills.
    - Not addressed, however communication skills are discussed in EduTyping Secondary Professionalism in the Workplace Activity Packet: "Communication and Collaboration."

F. KEYBOARDING MASTERY

Professionals demonstrate proficient keyboarding skills as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate proper touch techniques using correct fingers and posture to key alphanumeric information.
   - EduTyping, Jr. Letters and Common Symbols Unit
   - EduTyping Secondary Foundation Section: Alphabetic Keys and Symbols Unit
2. Demonstrate proper touch techniques using correct fingers and posture to key numeric information on a ten-key pad.

- EduTyping Secondary Foundation Section: Numeric Keypad Unit
3. Demonstrate speed at a **minimum** rate of words per minute (wpm) with a **maximum** of three errors on a three-minute timed writing.

  - EduTyping, Jr. and EduTyping Secondary Timed Writings Section. Students work throughout the EduTyping curriculum to improve speed and accuracy. The importance of accuracy over speed is emphasized throughout and grading benchmarks for student work in Timed Writings are provided (Grade 5: 15 WPM; Grade 6: 20 WPM; Grade 7: 25 WPM; Grade 8: 30 WPM).

4. Use software capabilities to find and correct errors.

  - The EduTyping.com software identifies errors and real time and provides students the opportunity to correct errors before continuing onto the next keystroke.
5. Use correct procedures for saving and retrieving information.
  - Students will demonstrate saving and retrieving files by completing the Word Processing, Spreadsheets, and Presentations Lessons in both the EduTyping, Jr. and EduTyping Secondary curriculum.
6. Demonstrate proper use and treatment of hardware and software.
  - EduTyping, Jr. Computer Basic Activity Packet: "Computer Lab Rules"
  - EduTyping Secondary Professionalism in the Workplace Activity Packets: "Technology in the Workplace – Background," "Technology in the Workplace – Hardware," and "Technology in the Workplace – Software."
  - Since EduTyping is web-based software, students will work on a computer/laptop daily and demonstrate proper use and treatment of hardware and software for completing their work.
7. Demonstrate usage of short cut keys/commands.
  - Not addressed

G. LANGUAGE SKILLS

Professionals demonstrate proficient language and computer skills as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Follow oral and written instructions (e.g., dictation).
  - Students will follow oral and written instructions throughout the EduTyping curriculum as they complete activity packets and core touch typing lessons in both EduTyping, Jr. and EduTyping Secondary. Students may also turn on a dictation option to use audio prompts in typing lessons.
2. Use basic keyboarding and computer terminology (e.g., select, navigate, highlight, magnify, scroll up/down).
  - EduTyping, Jr. Computer Basics Activity Packets: "Parts of a Computer" and "Using a Mouse"; Word Processing Activity Packet: "Typing and Selecting Text." In addition, students will use keyboard and computer terminology throughout the computer applications curriculum in the EduTyping Secondary curriculum.

3. Apply formal language rules for punctuation, grammar, spelling, number expression, word division, and capitalization.

March, 2019

- EduTyping Secondary Word Processing Activity Packets: "Basic Professional Writing" and "Editing and Proofreading"

4. Compose at the keyboard.
   - EduTyping Secondary Word Processing Activity Packets: "Basic Professional Writing" and "Editing and Proofreading"; In addition, students will compose at the keyboard throughout the EduTyping curriculum, including Practice Library and Computer Applications lessons.

5. Identify and use proofreaders' marks.
   - EduTyping Secondary Word Processing Activity Packets: "Basic Professional Writing" and "Editing and Proofreading"

H. DOCUMENT FORMATTING

Professionals demonstrate proficient document formatting skills as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Use special features, such as bold, underline, italics, bullets, and numbering to enhance a document.
   - EduTyping, Jr. Word Processing Activity Packets: "Formatting Text" and "Creating Lists"
   - EduTyping Secondary Word Processing Activity Packet: "Formatting Text"

2. Format, key, and edit personal business letters using block style.
   - EduTyping Secondary Word Processing Activity Packets: "Block Style Letter" and "Personal Business Letter"

3. Format, key, and edit business letters using block style.
   - EduTyping Secondary Word Processing Activity Packets: "Block Style Letter" and "Personal Business Letter"

4. Format, key, and edit basic reports.
   - EduTyping Secondary Word Processing Activity Packet: "Formal Report"

5. Format, key, and edit simple tables.
   - EduTyping Secondary Word Processing Activity Packets: "Using Table Basics" and "Formatting Tables"

I. PROFESSIONAL DEVELOPMENT

Professionals demonstrate appropriate work-readiness skills as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Research and identify careers that use technology.
   - Not addressed

2. Research education and training requirements for a particular career.
   - Not addressed

3. Create a resumé.
   - Not addressed

4. Prepare and present a digital presentation on a selected career.
   - Not addressed, however students complete oral presentations and develop

presentations skills throughout the EduTyping Secondary Presentations curriculum.

5. Analyze and select artifacts to include in a digital portfolio.
   - Not addressed
6. Collaborate in small groups to create and edit online documents.
   - Not addressed

[Course Materials and Resources](#)

[Course Academic Standards and Indicators](#)