



SPRING GROVE AREA SCHOOL DISTRICT



PLANNED COURSE OVERVIEW

Course Title: Keyboarding Techniques and Computer Applications Grade Level(s): 9-12 Units of Credit: .5 Classification: Elective	Length of Course: 15 cycles Periods Per Cycle: 6 Length of Period: 43 minutes Total Instructional Time: 64.5 hours
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Course Description

This course is designed to introduce students to the proper techniques of keyboarding to maximize word processing capabilities and improve speed and accuracy. Students will additionally learn proper formatting of commonly used documents, including letters, memos, reports, and tables.

Instructional Strategies, Learning Practices, Activities, and Experiences

Content Introductions Individual Student Rubric to Track Improvement in Words Per Minute (WPM)	Hands-On Practice Utilizing Typing Master Pro Software and Online Resources	Tests Projects Guest Speakers/Success Stories
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Assessments

Typing Master Pro, Touch Type (12) Typing Test Typing Master Pro, Speed Build (6) Typing Master Pro, Numbers (2)	Typing Test Letter Project Memo Project	Table Project Final, Written Section Final, Typing Section
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Materials/Resources

Typing Master Pro Software	Online Typing Test Website	Microsoft® Office Word
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Adopted: 9/03

Revised: 8/06; 8/17/09; 5/21/18

Typing Master Pro: Touch Typing Course	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Proper Keyboarding Position Home Row Keys E and I Keys R and U Keys T and O Capital Letters and Period Keys C and Comma Keys G H and Apostrophe Keys V N and Question Mark Keys W and M Keys O and P Keys B and Y Keys Z and X</p> <p><u>Related Vocabulary:</u> proper keyboarding position home row</p>	<p>The students will be able to:</p> <ul style="list-style-type: none"> • Identify, demonstrate, and utilize the proper body positioning at the computer station. • Identify and utilize with the proper fingering the home row keys. • Identify and utilize with the proper fingering the keys E and I. • Identify and utilize with the proper fingering the keys R and U. • Identify and utilize with the proper fingering the keys T and O. • Identify and utilize with the proper fingering the capital letters and period. • Identify and utilize with the proper fingering the keys C and comma. • Identify and utilize with the proper fingering the keys G, H, and apostrophe. • Identify and utilize with the proper fingering the keys V, N, and question mark. • Identify and utilize with the proper fingering the keys W and M. • Identify and utilize with the proper fingering the keys O and P. • Identify and utilize with the proper fingering the keys B and Y. • Identify and utilize with the proper fingering the keys Z and X. <p>15.4.12.B ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. 15.4.12.M ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>

Typing Master Pro: Speed Building Course	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Proper Keyboarding Position Focus On the Home Row Focus On the Index Finger Keys Focus On the Middle Finger Keys Focus On the Ring Finger Keys Focus On the Little Finger Keys Common Words</p> <p><u>Related Vocabulary:</u> proper keyboarding position home row</p>	<p>The students will be able to:</p> <ul style="list-style-type: none"> • Identify, demonstrate, and utilize the proper body positioning at the computer station. • Demonstrate an increase in speed while utilizing the proper fingering of the home row keys. • Demonstrate an increase in speed while utilizing the proper fingering of the index finger keys. • Demonstrate an increase in speed while utilizing the proper fingering of the middle finger keys. • Demonstrate an increase in speed while utilizing the proper fingering of the ring finger keys. • Demonstrate an increase in speed while utilizing the proper fingering of the little finger keys. • Demonstrate an increase in speed while utilizing the proper fingering of the common words. <p>15.4.12.B ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. 15.4.12.M ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>

Typing Master Pro: Numbers Course	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Proper Keyboarding Position Numbers 3, 4, 5, 6, 7, And 8 Numbers 1, 2, 9, and 0</p> <p><u>Related Vocabulary:</u> proper keyboarding position</p>	<p>The students will be able to:</p> <ul style="list-style-type: none">• Identify, demonstrate, and utilize the proper body positioning at the computer station.• Identify and utilize with the proper fingering the number keys 3, 4, 5, 6, 7, and 8.• Identify and utilize with the proper fingering the number keys 1, 2, 9, and 0. <p>15.4.12.B ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. 15.4.12.M ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>

Letter Writing	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Letter Sections</p> <p><u>Related Vocabulary:</u> letter template personal-business letter [block style] return address section date section letter mailing address section salutation section body section complimentary close section name of the writer section attachment/enclosure notation section</p>	<p>The students will be able to:</p> <ul style="list-style-type: none"> • Identify, demonstrate, and utilize the proper body positioning at the computer station. • Identify and utilize the letter sections. <p>15.4.12.B ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. 15.4.12.L ~ Find and use primary documentation; employ an accepted protocol for citation. 15.4.12.M ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>

Memo Writing	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Memo Sections</p> <p><u>Related Vocabulary:</u> memo template memo (interoffice memorandums) memo heading memo body reference initials attachment/enclosure notation</p>	<p>The students will be able to:</p> <ul style="list-style-type: none"> • Identify, demonstrate, and utilize the proper body positioning at the computer station. • Identify and utilize the memo sections. <p>15.4.12.B ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. 15.4.12.L ~ Find and use primary documentation; employ an accepted protocol for citation. 15.4.12.M ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>

Table Writing	
CONTENT/KEY CONCEPTS	OBJECTIVES/STANDARDS
<p>Table Sections</p> <p><u>Related Vocabulary:</u> table template table column row main heading secondary heading column headings body source note gridlines</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify, demonstrate, and utilize the proper body positioning at the computer station. • Identify and utilize the table sections. <p>15.4.12.B ~ Evaluate the impact of social, legal, ethical, and safe behaviors on digital citizenship. 15.4.12.L ~ Find and use primary documentation; employ an accepted protocol for citation. 15.4.12.M ~ Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p>