

## DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Apply Input Methods

Course Code: 034352 CIP Code: 11.0103

### **COURSE INTRODUCTION:**

**Course Rationale:** This area of instruction provides content for knowledge and skills required in the technology based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce or postsecondary education.

**Course Description:** This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.

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<b>UNIT DESCRIPTION:</b>  Students will demonstrate proper keyboarding techniques and work to improve speed and accuracy.		<b>SUGGESTED UNIT TIMELINE:</b> Ongoing  <b>CLASS PERIOD (min.):</b> 50min class periods.				
<b>ESSENTIAL QUESTIONS:</b>  1. Why is it important to learn proper keyboarding techniques? 2. Why are speed and accuracy essential to business?						
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CLEs	PS	CCSS	NBEA	DOK
1. Demonstrate improvement in speed and accuracy of keyboarding					IT.IV.1.1	<b>2</b>
2. Demonstrate proper keyboarding technique					IT.IV.1.1	<b>2</b>
3. Identify proper ergonomic principles					IT.IV.1.1	<b>1</b>
<b>ASSESSMENT DESCRIPTIONS*:</b> (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc. )  <b>Summative: Timed Writing</b>  <b>Formative: Everyday “maintenance” of demonstrating proper keyboarding technique – posture, feet position, fingering, eyes on copy, etc.</b>  <b>*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above ( i.e., Grade Level/Course Title/Course Code, Unit #.)</b>						
Obj. #	INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)					
1, 2	1. Daily bellringer timed writing					

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3	2. Teacher observation of proper ergonomic techniques
<b>Obj. #</b>	<b>INSTRUCTIONAL ACTIVITIES: (What Students Do)</b>
1, 2	1. Daily keyboarding practice exercises
3	2. Weekly timed writing assessment (best from the week, is submitted for final grade)
<p><b>UNIT RESOURCES: (include internet addresses for linking)</b></p> <p><a href="http://www.typingweb.com">www.typingweb.com</a> – free, teacher monitored typing tutor *see file Unit Resource_Typing Web Account for help setting up your account</p> <p><a href="http://www.phoboslab.org/ztype/">www.phoboslab.org/ztype/</a> - free, typing game</p> <p><a href="http://www.typingpal.com">www.typingpal.com</a> – contact for quote</p> <p><a href="http://www.learn2type.com">www.learn2type.com</a> – free typing tutor, timed typing</p> <p><a href="http://lessonplans.btskinner.com/keybrd.html">http://lessonplans.btskinner.com/keybrd.html</a> - Tonya Skinner’s Keyboarding Resources Page</p> <p><b>Resources@MCCE - BE DVD ROM 25, An Introduction To Keyboarding:</b> Teacher's Video Company, LLC, SCOTTSDALE, AZ, TEACHER'S VIDEO COMPANY, LLC, 2001. VIDEO — Keyboarding skills are necessary at school and at work. This helpful program illustrates the importance of keyboarding skills. An engaging host demonstrates and explains finger placement on the keyboard and the keys controlled by each finger. 19 minutes.</p>	