

KPBSD Keyboarding Curriculum – 2017

Industry Standards		
<p>INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION STANDARDS</p> <p>1. Empowered Learner Students leverage technology to take an active role in choosing, achieving, and demonstrating competency in their learning goals, informed by the learning sciences. Students:</p> <ol style="list-style-type: none"> Articulate and set personal learning goals, develop strategies leveraging technology to achieve them, and reflect on the learning process itself to improve learning outcomes. Build networks and customize their learning environments in ways that support the learning process. Use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways. Understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies. <p>6. Creative Communicator Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats, and digital media appropriate to their goals. Students:</p> <ol style="list-style-type: none"> Choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication. Create original works or responsibly repurpose or remix digital resources into new creations. 	Transfer Goals	
	Students will be able to independently use their learning to...	
	<ul style="list-style-type: none"> Proficiently use and operate computer word-processing software in a variety of settings. 	
	Meaning	
	<p>ENDURING UNDERSTANDINGS Students will understand...</p> <ul style="list-style-type: none"> Proficient keyboarding skills help you communicate accurately and more quickly. By using the home row keys they will be able to type with a degree of speed and accuracy. Proper technique is essential to attain maximum speed levels. Using basic editing tools enhance the appearance of a WORD document. There are different letter styles. The mail merge feature saves time, and is more accurate than creating single documents to multiple addresses. 	<p>ESSENTIAL QUESTIONS Students will keep considering...</p> <ul style="list-style-type: none"> Why is technique important? Why do home row keys matter? Why is formatting important? How do tools and toolbars help enhance my documents?
Acquisition		
<p>Students will know...</p> <ul style="list-style-type: none"> The purpose of home row keys. Qualities of proper technique and their importance. Proper fingering to use to key data. Uses of a variety of keyboarding software. How to determine their words-per-minute for one and three minute timings. The basic editing features of Microsoft Word. Each document has different formatting requirements. 	<p>Students will be skilled at...</p> <ul style="list-style-type: none"> Typing using all letter keys using proper technique. Typing one to three minute periods to achieve acceptable words per minute. Creating folders and documents using word-processing software. Applying operating skills to a variety of projects. Using the internet to research. Applying paint and draw tools to documents. 	

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<p>c. Communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models, or simulations.</p> <p>d. Publish or present content that customizes the message and medium for their intended audiences.</p> <p>ALASKA STANDARDS ALIGNMENT: Keyboarding</p>	<ul style="list-style-type: none"> • Types of software and their appropriate uses. 	<ul style="list-style-type: none"> • Using a variety of multimedia presentation software for a variety of purposes.
Evidence		
Evaluative Criteria	Assessment Evidence	
Passing timings with a degree of accuracy. Correct techniques for proper keyboarding. The ability to compose quickly and accurately at the keyboard. Correct touch systems. Finger position that rests on the “home row”.	Lab assignments, teacher made assessments, creating a folder and documents, and final published presentations and documents	
Resources		
www.iste.org/standards www.NBEA.org Microsoft Office Suite		