Unit: Keyboarding Subject/Course: Computer & Information Technology Created by: Jeff Seip

Level: 4 Estimated Time: 4 weeks (ongoing) Board Approval Date: 08/22/2016

PDE Standard(s):

15.4.5.D: Demonstrate the ergonomically correct use of more sophisticated input technologies.

Big Idea/Essential Questions: What do Fourth Grade students need to know to improve their touch typing skills over the course of the year?

Competencies: The students will be able to...

- Identify and locate the home row keys and place their fingers on the keys correctly
- Use the appropriate fingers to reach and strike the correct keys.
- Focus their eyes on the text as opposed to the keyboard when typing.

Learning Plan	
Suggested Activities/Strategies	Assessment Evidence:
 Student will practice keyboarding through the use of the program "Type To Learn" Practice appropriate keyboarding when using word processing and multi-media programs such as Microsoft Word and Pixie. 	 Teacher Observation Feedback from specific keyboarding programs. Integrated projects completed in the classroom. In-class assignments, practices and exercises.