

Jay Curriculum: Unit Cover Page

Unit title: Location of Keys and Technique

Grade Level: 9-12

Content Area(s): Keyboarding

Date Created:

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Year 1 Map & Template Development

- Map/Matrix Completed
- Material & Resources Listed
- Draft Design Template Completed
- Initial Draft Template Document

Year 2 Piloting

- Develop:
- Performance Tasks
- Other Assessments
- Scoring Rubrics
- Piloted

Year 3 Review & Complete Assessment

- Performance Tasks Development
- Other Assessments Completed
- Scoring Rubrics Completed
- Reviewed/Revised Templates

Year 4

- Full Implementation
- Benchmarks Established

Standard(s)/Performance Indicators:

B Health
1
C 1

Unit: Location of Keys and Technique

Brief Summary of Unit/Topic

Summary:

Students will learn proper key stroking and technique while learning the letter keys and number pad. Proper technique will be emphasized as necessary to avoid work-related injuries.

Stage #1: Identify Desired Results

Essential Question/s:

General understanding/s (What is worth being familiar with?)

Students will know:

Students will learn the proper location of all letter keys and number keys. They will also learn the correct finger to strike each key. Proper technique will be emphasized and demonstrated to ensure that students learn to key in the proper position. Students will learn the benefits of exercise and stretching activities while at the keyboard.

Students will be able to:

Use a computer keyboard properly using touch typing skills.

Enduring Understanding/s:

Location of all letter and number keys.

Correct finger stroking of all letter and number keys.

Proper use of the keyboard.

Appropriate rest periods and exercises while using the computer.

Stage #2: Evidence

What evidence will students have to provide in order to demonstrate that they have developed the skills, knowledge and understanding to successfully complete this unit?

Performance Tasks/Products/other assessments Performance tasks should have a <u>scoring guide</u> .	<i>Performance Indicators</i> for this task.* Example: ELA: C- 1,2,3 Science: B- 3,5,7 SS His: H- 2	<u>Modalities</u> K =Kinesthetic O =oral V =visual W =written	Are <u>examples</u> available to students? ? Y, N, or N/A	Component of Local Assessment System? Y or N (See <u>aligned scoring guide</u> .)
Brochures will be distributed, basic exercises will be reviewed, and proper technique will be stressed repeatedly. Observation and proper technique will be observed and graded.	HPEHEA B1, C1			
QUIZZES, TEST, PROMPTS				
Tests				
OTHER				
Observation				
Completion of class work				

*Abbreviate: English Language Arts= ELA, Career Preparation=CP, Modern and Classical Languages=MCL, Social Studies=SS, Visual and Performing Arts=VPA

Stage #3: Plan learning experiences & instruction

What teaching & learning experiences may equip students to develop & demonstrate the targeted understanding(s)? (activities/plans):

1. Demonstration of proper technique
2. Placement of finger location on the keyboard
3. Letter key locations and appropriate finger to use in operating each key
4. Develop proper keyboarding technique when operating each letter key
5. Placement of finger location on the number pad
6. Number key locations and appropriate finger to use in operating each key
7. Discuss, stress and demonstrate healthy work habits and proper position at the keyboard for life-long use.

REFERENCES: