

DESE Model Curriculum: Computer Applications (CIP Code: 11.0103)

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

COURSE INTRODUCTION			
<p>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.</p> <p>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.</p>			
UNIT DESCRIPTION		SUGGESTED UNIT TIMELINE	
Students will demonstrate proper keyboarding techniques and work to improve speed and accuracy.		Ongoing	
		CLASS PERIOD (min.)	
		50min class periods	
ESSENTIAL QUESTIONS			
<ol style="list-style-type: none"> Why is it important to learn proper keyboarding techniques? Why are speed and accuracy essential to business? 			
ESSENTIAL MEASURABLE LEARNING OBJECTIVES		NBEA STANDARD	DOK
1. Demonstrate improvement in speed and accuracy of keyboarding		IT.IV.1.1	2
2. Demonstrate proper keyboarding technique		IT.IV.1.1	2
3. Identify proper ergonomic principles		IT.IV.1.1	1
ASSESSMENT DESCRIPTIONS			
<ol style="list-style-type: none"> Summative: Timed Writing Formative: Everyday “maintenance” of demonstrating proper keyboarding technique – posture, feet position, fingering, eyes on copy, etc. 			
OBJ. #	INSTRUCTIONAL STRATEGIES		
1, 2	1. Daily bell ringer timed writing		
3	2. Teacher observation of proper ergonomic techniques		
OBJ. #	INSTRUCTIONAL ACTIVITIES		
1, 2	1. Daily keyboarding practice exercises		
3	2. Weekly timed writing assessment (best from the week, is submitted for final grade)		
UNIT RESOURCES			
<ol style="list-style-type: none"> www.typingweb.com – free, teacher monitored typing tutor *see file Unit Resource_Typing Web Account for help setting up your account www.phoboslab.org/ztype/ - free, typing game www.typingpal.com – contact for quote www.learn2type.com – free typing tutor, timed typing http://lessonplans.btskinner.com/keybrd.html - Tonya Skinner’s Keyboarding Resources Page 			