

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

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

<b>COURSE INTRODUCTION</b>		
<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>		
<b>UNIT DESCRIPTION</b>	<b>SUGGESTED UNIT TIMELINE</b>	
Students will demonstrate proper keyboarding techniques and work to improve speed and accuracy.	Ongoing	
	<b>CLASS PERIOD (min.)</b>	
	50min class periods	
<b>ESSENTIAL QUESTIONS</b>		
<ol style="list-style-type: none"> <li>Why is it important to learn proper keyboarding techniques?</li> <li>Why are speed and accuracy essential to business?</li> </ol>		
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>	<b>NBEA STANDARD</b>	<b>DOK</b>
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
<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>	
1, 2	1. Daily bell ringer timed writing	
3	2. Teacher observation of proper ergonomic techniques	
<b>OBJ. #</b>	<b>INSTRUCTIONAL ACTIVITIES</b>	
1, 2	1. Daily keyboarding practice exercises	
3	2. Weekly timed writing assessment (best from the week, is submitted for final grade)	