

Greensburg Community School Corporation
Curriculum
6th Grade Keyboarding

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2006

Greensburg Community Schools

Mission Statement

The mission of the Greensburg Community School Corporation is to provide and promote lifelong learning through its commitment to quality educational programs that prepare the students to be effective, successful, and responsible citizens. This is to be accomplished in a financially prudent manner.

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6th Grade Keyboarding

Narrative Description

Sixth grade keyboarding consists of learning and demonstrating proper keyboarding technique including hand position and keystroking. Each lesson is a building block in establishing effective keyboarding techniques.

6th Grade Keyboarding
Course Concepts and Generalizations

1. Keyboarding Technique

Students will demonstrate correct home keys hand positioning and keystroking. This includes appropriate reaches for special purpose keys, alphabetic, numeric, and symbolic keys. Students also will demonstrate correct arm/hand/ positioning and body posture. By the eighth grade year students will correctly key 30 words per minute with 2 or less errors.

2. Hardware and Peripherals

Students will learn how to use input and output devices to support content area learning.

3. Learning Tool

Students will apply knowledge and decipher best technology tools to integrate technology into school projects to enhance learning and creativity.

4. Internet Safety

Students will further their internet knowledge and gain an understanding of practicing respectful and responsible use of technology.

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Units of Study

UNITS/AREA OF STUDY	LENGTH OF TIME
1. Keyboarding Technique	9 weeks
2. Hardware	1 week
3. Internet Safety	18 days

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Unit 1

Keyboarding Technique

Individual Learner Objectives

Students will be able to:

1. demonstrate correct keystroking
2. follow proper keyboarding posture and hand/arm movements.

Unit 1 Modifications

Modifications of instructional content in this course may include, but are not limited to, the following:

*Modified pace...*as needed based on overall student progress.

*Modified tests...*for IEP students.

*Adaptive equipment...*keyboard or screen settings.

*Use of Resource Staff...*as needed.

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Unit 1

Keyboarding Technique

A. Correct keystroking

1. Letters.
2. Numbers
3. Symbols
4. Special Keys
 - a. space bar
 - b. tab key
 - c. shift keys
 - d. enter key
 - e. backspace key

B. Keyboarding posture and hand/arm movements

1. Demonstrate correct home keys hand position and keystroking.
2. Demonstrate appropriate technique for special purpose keys, including the space bar, tab key, shift keys, backspace key, delete key, and enter key.
3. Demonstrate correct reaches to and keying of alphabetic keys.
4. Demonstrate correct arm/hand positions and correct body posture.
5. Demonstrate increasing speed proficiency so that a minimum of 30 words per minute with no more than 2 errors per minute is achieved by grade 8.

Previously stated objectives are achieved in the following ways:

1. Use of verbal repetition from direct instruction.
2. Use of daily repetition to form proper keyboarding habits.
3. Use of note taking and completing concept chart.

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Unit 2 Hardware

Individual Learner Objectives

Students will be able to:

1. Identify the types of computers.
2. Identify computer input devices.
3. Identify computer output devices.
4. Describe computer storage devices.

Unit 2 Modifications

Modifications of instructional content in this course may include, but are not limited to, the following:

*Modified pace...*as needed based on overall student progress.

*Modified tests...*for IEP students.

*Adaptive equipment...*keyboard or screen settings.

*Use of Resource Staff...*as needed.

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Unit 2

Hardware

A. Identify the types of computers

1. students will recognize and label difference between personal computers, laptops/notebooks, and super computers
2. use examples to distinguish difference of computers

B. Identify computer input devices

1. visual cues will be used to show students and teach students input devices.

C. Identify computer output devices

2. visual cues will be used to demonstrate computer output devices

D. Identify computer storage devices

1. differentiate the different examples of storage devices
2. use hand dissect storage devices

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Unit 3

Internet Safety

Individual Learner Objectives

Students will be able to:

1. understand what the cyber community is in relation to citizenship
2. understand protocol for cyber security
3. understand personal safety online
4. identify characteristics of online predators
5. understand ethical usage of online activity
6. understand cause and effects of online bullying

Unit 3 Modifications

Modifications of instructional content in this course may include, but are not limited to, the following:

*Modified pace...*as needed based on overall student progress.

*Modified tests...*for IEP students.

*Adaptive equipment...*keyboard or screen settings.

*Use of Resource Staff...*as needed.

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Unit 3
Internet Safety i-SAFE

A. Cyber Community Citizenship

1. Compare places and citizenship responsibilities in the physical and cyber communities.
2. Create a cyber citizenship rule, and use a choice of media/venue to share it with others.

B. Cyber Security

1. Learners will develop an understanding of proper e-mail protocol, and the necessity of using caution when opening e-mail, to protect computer security.

C. Personal Safety

1. Learners will be able to identify and make responsible choices that will lead to safe Internet experiences.

D. Predator Identification

1. Learners will be able to make wise choices in online interaction including successfully identifying those characteristics of a predator.

E. Intellectual Property Theft

1. Learners will develop a comprehensive understanding of appropriate use of the Internet and Intellectual Property.

F. Cyber Bullying

1. Learners will practice netiquette as they communicate with others on the Internet, and will develop resources to cope with online bullying.