Subject Area____Keyboarding_____ Grade Level ___4___

Mission Statement: It is the mission of the Elba Central School District to actualize the phrase "Elba Equals Educational Excellence for Everyone." We are committed to providing both quality and equity. Every student will have the opportunity to develop to the best of his/her ability.

Elba Standards: In addition to the knowledge and basic skills they need in order to participate in society, graduates of Elba Central School will develop:

1. Empowering skills: decision making, goal setting, creative thinking and problem solving abilities;
2. Communication and social interaction skills;
3. Technological literacy;
4. Total wellness (social, physical, emotional health and self-esteem);
5. The values necessary to participate in society.

As a result of achieving these outcomes, our students will embrace lifelong learning.

New York State Standards:

CDOS. 3a. demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

MST 2. access, generate, process, and transfer information using appropriate technologies.

MST 5: Students will apply technological knowledge and skills to design, construct, use, and evaluate products and systems to satisfy human and environmental needs.

Key Idea: Computers as tools for design, modeling, information processing, communication, and system control, have greatly increased human productivity and knowledge.

National Standards:

Technology Foundation Standards for Students

1. Basic operations and concepts

    - Students demonstrate a sound understanding of the nature and operation of technology systems.
    - Students are proficient in the use of technology.

2. Social, ethical, and human issues
    - Students understand the ethical, cultural, and societal issues related to technology.
    - Students practice responsible use of technology systems, information, and software.
    - Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

3. Technology productivity tools
    - Students use technology tools to enhance learning, increase productivity, and promote creativity.
    - Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.

4. Technology communications tools
    - Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
    - Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

5. Technology research tools
    - Students use technology to locate, evaluate, and collect information from a variety of sources.
    - Students use technology tools to process data and report results.
    - Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks.

6. Technology problem-solving and decision-making tools
    - Students use technology resources for solving problems and making informed decisions.
    - Students employ technology in the development of strategies for solving problems in the real world.

Performance Indicators: Students will be able to begin mastery of foundational keyboarding skills for eventual success in the workplace.

Students will be able to type the letters of the alphabet to write sentences and paragraphs.

Teacher will visually monitor correct posture and keyboarding techniques.

Scope: Students will learn to touch type the letters of the alphabet and the following symbols: question mark, period, comma, semi colon, colon.

Sequence:

1. Posture and Fingering technique
2. Home row
3. Rest of alphabet at a rate of 4 keys per week.
4. Speed and accuracy

Methodology:

- Visual observation of posture and fingering techniques.
- Use of book and word processor
- Use of paper over monitor so that student develops habit of looking at book.
- Use of boxes placed over keyboard so student does not look at keys while typing.
- Practice with eyes closed to develop “mapping” of fingers to brain.