Keyboarding (Grade 5)

Course Description:

The curriculum for this course is developed from the [Wisconsin Standards for Business and Information Technology](). The third grade keyboarding class continues to emphasize the touch method of keyboarding by reinforcing the alphabet and introducing the number keys. In addition, students will be given additional exposure to various software applications, responsible digital citizenship, and emerging technologies. This class meets once every three weeks for 30 minutes with the keyboarding teacher, and the classroom teacher will reinforce the techniques and methods throughout the school year. The information in this course overview outlines what students should understand and be able to do by the end of the semester/year.

Mastery Standards:

Students will use current technology to enhance the effectiveness of communication. (BIT.BC3)

Students will use an appropriate digital tool to meet personal and business needs. (BIT.IT1)

Develop and refine proper use of input technologies. (BIT.IT1.a)

Digital Citizen - Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical. (ISTE 2)

Unit	Description of Unit and Learning Targets
Unit Title: Touch Method of Keyboarding Essential Questions: ● Why is touch typing (keying) still an important skill and continues to be used in the real world?	Students will……. Learning Targets: ● Use basic keyboarding and computer functions. ● Key using the *Touch Method of Keyboarding* on an alphanumeric keyboard. ● Use correct keying position, finger placement, and technique when keying. ● Key while demonstrating accuracy and grade level speed (Recommended minimum: 5 wpm x grade level).
Unit Title: Digital Citizenship Essential Questions: ● How can people stay safe when online? ● How should people conduct themselves when online?	Students will... Learning Targets: ● engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.