

**KEYBOARDING /COMPUTER LITERACY
GRADE LEVEL SCOPE AND SEQUENCE
GRADE LEVELS
4, 5, 6, 7, 8**

I = Introduce, D = Develop, M = Master, R = Reinforce, and O = Optional.

		GRADE LEVELS				
		4	5	6	7	8
1. <u>BASIC KEYBOARD OPERATION</u>						
1.1	Alphabetic Keys					
1.11	Keyboard presentation	I	I/D	I/D	D/M	M/R
1.12	Typing by touch	I	I/D	I/D	D/M	M/R
1.13	Correct fingering	I	I/D	I/D	D/M	M/R
1.2	Function Keys (return, space bar, shift keys, arrow keys, etc.)					
		I	I/D	I/D	D/M	M/R
1.3	Numeric Keys					
1.31	Keyboard presentation	O	O	I	D/M	M/R
1.32	Correct fingering	O	O	I	I/D	D
1.33	Spacing for figures	O	O	O	I	I/D
1.4	Symbol Keys					
1.41	Keyboard presentation	O	O	O	I	I/D
1.42	Spacing for punctuation	I	I	I/D	D/M	M/R
1.43	Names of symbols	O	O	O	I	I/D
1.44	Correct fingering	O	O	O	I	I/D
2. <u>TECHNIQUES</u>						
2.1	Body Position (Ergonomics)					
2.11	Posture	I	D	D	M	M/R
2.12	Fingers curved	I	D	D	M	M/R
2.13	Hands above frame of keyboard	I	D	D	M/R	M/R
2.14	Hand away from front edge of keyboard	I	D	D	M/R	M/R
2.15	Keyboard at edge of table	I	D	D	M/R	M/R
2.16	Elbows at sides of body, parallel to floor	I	D	D	M/R	M/R
2.2	Eyes on Copy	I	D	D	M/R	M/R
2.3	Keystroking					
2.31	Minimum movement of hands and arms	I	D	R	R	R/M
2.32	Proper reaches	I	D	R	R	R/M
2.33	Letter response	I	D	R	R	R/M
2.34	Word response	O	I	D	R	R/M
2.35	Phrase response	O	O	I	D	D/M

2.4	Speed Building/Accuracy	I	I	I/D	D	D
3. <u>SKILL DEVELOPMENT</u>						
3.1	Straight Copy	I	D	D	D	M/R
3.2	Script Copy	I	D	D	D	M/R
3.3	Rough Draft Copy	I	D	D	D	M/R
3.4	Composing at Keyboard	I	I	I	D	M/R
3.5	Basic Writing Mechanics	I	D	D	D	M/R
4. <u>DOCUMENT PRODUCTION</u>						
4.1	Basic Report Formatting	O	I	D	M	M/R
4.2	Advanced Report Formatting					
	4.21 Title page, endnotes, etc.	O	O	I	I	I
	4.22 Graphics	O	O	I	I	I
4.3	Letters					
	4.31 Personal business letters			I	D	M
	4.32 Business letters				I	D
	4.33 Envelopes				I	I
4.4	Outlines				O	O
4.5	Tables, Poems, Etc.					
	4.51 Vertical centering		I	D	D	M
	4.52 Horizontal centering			D	D	D
5. <u>FILE MANAGEMENT</u>						
5.1	Create and Retrieve	I	D	M	M/R	M/R
5.2	Edit and Save					
	(Multiple Drives)	I	D	M	M/R	M/R
5.3	Print	O	I	D	M/R	M/R
6. <u>WORD PROCESSING</u>						
6.1	Proofreading	I	I	D	D	M/R
	6.11 Editing (manual)	I	I	I	D	M/R
	6.22 Spell checking	O	I	I	D	M/R
	6.23 Thesaurus	O	O	I	D	M/R
	6.24 Grammar checking	O	O	I	D	M/R
6.2	Advanced Editing					
	6.31 Search/replace	O	I	D	R	M/R
	6.32 Cut/paste	O	I	D	R	M/R
	6.33 Copy/move	O	I	D	R	M/R
	6.34 Character styles/fonts	O	I	D	R	M/R
	6.35 Graphics	O	O	I	R	M/R
6.3	Formatting Using Word Processing					
	6.31 Character formatting	O	O	O	I	R
	6.32 Line formatting	O	O	I	D	R
	6.33 Paragraph formatting	O	O	I	D	R
	6.34 Page formatting	O	O	I	D	R

7. PERSONAL COMPUTER OPERATION/LITERACY

7.1	Terminology	I	I	I	I/D	I/D
7.2	Hardware					
7.21	Basic computer components	I	I/D	I/D	D/M	M/R
7.22	Computer/printer selection	I	I	I	D/M	M/R
7.3	Software					
7.31	Word processing software	I	I	I	D/M	M/R
7.32	Application software	O	O	I/O	I	I/D
7.33	Keyboarding tutorials	O	O	O	O	O
8.4	Technological Communications					
8.41	Multimedia	I	I	I	I	D
8.42	Interactive Telecommunications	I/O	I/O	I/O	I/O	I/O
8.43	Media Literacy	I	D	D	D	D
8.44	Netiquette	I	D	D	D	D
8.45	Search Techniques	I	D	D	D	D
8.46	Internet Safety	I	D	D	D	D
7.5	Curriculum Integration					
7.51	Interdisciplinary units	I	I	I	I/D	I/D
7.52	Core area enhancement	I	I/D	I/D	D/	D
7.53	Interactive/cooperative learning experiences	I	I/D	I/D	D	D

8. COMPUTER APPLICATIONS

8.1	Introduction to Databases				O	O
8.2	Introduction to Spreadsheets				O	O
8.3	Integration of WP/DB/SS				O	O
8.4	Intro. to Desktop Publishing	O	O	O	O	O
8.5	Intro. to Internet	O	O	O	O	O

9. ETHICAL USE OF TECHNOLOGY

9.1	Ethical Use					
9.11	Care of Equipment	I	D	M	M/R	M/R
9.12	Ethical use of software	I	D	D	M/R	M/R
9.2	Ethical Use of Information	I	D	D	D	D