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## Course Description

### Subject: Keyboarding (7 and 8<sup>th</sup> Grade)

#### Overview:

There are two keyboarding classes taught each quarter. One keyboarding class meets three days a week and the other keyboarding class meets two days a week. The skills and concepts covered in the class include posture and ergonomics and proper finger positioning. These skills are practiced as the student learns the keyboard while improving their keyboarding speed. The 7<sup>th</sup> graders complete the alphabet keys and the 8<sup>th</sup> graders complete the entire keyboard.

#### Primary Biblical Integration: Proverbs 14:29a

“A patient man has great understanding ...”

#### Unit Description:

- ✦ **Posture and Ergonomics Unit** – The students will complete two activity handouts and take a quiz demonstrating their understanding of posture and ergonomics guidelines and proper finger positioning while keyboarding.
  
- ✦ **Develop and Practice Keyboarding Skills Unit** – The students will improve keyboarding skills, both accuracy and speed while using proper finger positioning. At a minimum, the 7<sup>th</sup> grade student will complete the alphabet keys and the 8<sup>th</sup> student will complete the entire keyboard. While speed is the lowest priority, the goal for all students is to keyboard at a speed of 35 adjusted words per minute by the end of the quarter.

#### Student Materials:

Typing Tutor Software,  
“Getting to Know the Keyboard” handout  
“Posture and Ergonomics” activity handout  
Keyboard and Posture quiz handout

#### Teacher Materials:

Typing Tutor Instructor Software