

Middle School Keyboarding

Scope and Sequence with Timeline

Concerning the time frames for various modules, it should be noted that this will be variable and flexible from campus to campus, depending on the mode of curricular delivery. Once the students have acquired touch typing skills in *Keyboard Basics*, teachers are free to choose activities from one or more modules, selecting pieces which support the envisioned model at each campus. Four thematic units, *Preteen Pressures*, *Cool Careers*, *Famous People*, and *Faraway Places*, are designed to strengthen students' word processing skills while delivering academically, socially, and emotionally enriching content. The word processing activities are very reinforcing of students' language arts skills: reading throughout, along with some verbal reasoning and composition related activities, as well.

<i>Module Name</i>	<i>Timeline</i>	<i>Focus & Content</i>
<i>Teacher Tips</i>	Teacher resource and lifeline throughout course	Everything you ever wanted to know about the <i>AlphaSmart 3000 IR</i> and invaluable info on: <ul style="list-style-type: none"> – Infrared beaming for printing – Password protection of files – Keyboard commands – Troubleshooting tips – Student record keeping – Teacher management tips
<i>Keyboard Basics</i>	Material available for three weeks' activities	Focus on 2C from the TEKS for Technology Applications in Middle School: <i>“Demonstrate keyboarding proficiency in technique and posture while building speed.”</i> This is covered using a language-based approach.
<i>Preteen Pressures</i>	Material available for up to three weeks' activities	Word processing activities will lightly touch on the following issues: <ul style="list-style-type: none"> – Self Esteem – Social Skills – Family Relationships – Conflict Resolution – Stress Management – Child Abuse – Drug Awareness – Positive Role Models

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<i>Cool Careers</i>	Material available for up to three weeks' activities	<p>Word processing activities to reinforce career awareness and encourage long-term student goal-setting; students will focus on careers opportunities from the following disciplines:</p> <ul style="list-style-type: none"> - Mathematics - Science - Language arts - Social sciences - Technology - Fine arts - Physical education
<i>Famous People</i>	Material available for up to three weeks' activities	<p>Word processing activities will reinforce awareness of some successful role models who have made great contributions in the following areas:</p> <ul style="list-style-type: none"> - Governmental/Military Leadership - Science and Invention - Exploration of New Frontiers - Technological Innovation - Mathematical Breakthroughs - Multicultural Awareness - Literature and Theatre Arts - Artistic Creativity - Achievement in Sports

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<i>Faraway Places</i>	Material available for up to two weeks' activities	<p>Word processing activities will reinforce and expand students' awareness of areas beyond their own borders, to include:</p> <ul style="list-style-type: none"> – Another U.S. state – A theme park which focuses on themes of world cultures and future trends (Epcot) – A North American city: Toronto, Canada – A South American city: San Pedro de Atacama, Chile – A European country: Germany – A Middle Eastern country: Egypt – Australia – focus on the “Aussie” dialect – An Asian country: China – Exploration beyond Earth: Planet Venus