

# **Keyboarding**

(9-week course)

## Curriculum Content Frameworks

**Please note: All assessment questions will be taken from the knowledge portion of these frameworks.**

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# Curriculum Content Frameworks

## KEYBOARDING

(9-week course)

**Grade Levels:** 5, 6  
**Course Code:** 399230

Prerequisite: None

Course Description: This is a nine-week course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques, development of speed and accuracy, and proper care of the equipment. Keyboarding is foundational for developing entry-level skills for business careers.

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# Unit 1: Basic Knowledge

Hours: 30

Terminology: Alternate key (Alt), Arrow keys, Backspace, Caps lock, Control key (Ctrl), Delete, Enter/Return, Escape key (Esc), Function keys, Gross words a minute (GWAM), Hardware, Home keys, Proper keyboarding posture, Service keys, Shift key, Software, Space bar, Tab key, Word wrap

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce			
Knowledge	Application	Skill Group	Skill	Description	
1.1 Define terminology	1.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]  Applies/Understands technical words that pertain to basic keyboarding [1.3.6]	
1.2 Explain the correct keyboarding techniques	1.2.1 Demonstrate the proper techniques necessary for operation of the keyboard	Foundation  Personal Management	Listening  Reading  Responsibility	Listens to follow directions [1.2.6]  Comprehends written information, and applies it to a task [1.3.8]  Plays close attention to details [3.4.8]  Sets high standards for self in completion of a task [3.4.9]	
1.3 Explain proper care of keyboarding equipment	1.3.1 Recall proper care of keyboarding equipment	Foundation  Personal Management	Reading  Responsibility	Reads and follows instructions to operate technical equipment [1.3.19]  Accepts responsibility for equipment [3.4.1]	
1.4 Identify computer equipment parts	1.4.1 Recall computer equipment parts	Foundation	Reading	Applies/Understands technical words that pertain to computer equipment parts [1.3.6]	
1.5 Explain functions of computer equipment parts	1.5.1 Demonstrate knowledge of functions of computer equipment parts	Foundation	Reading	Applies/Understands technical words that pertain to computer equipment parts [1.3.6]	
1.6 Identify home row keys and correct finger placement	1.6.1 Demonstrate correct finger placement on home row keys	Foundation  Thinking	Reading  Knowing how to Learn	Comprehends written specifications, and applies them to a task [1.3.9]  Uses available resources to acquire new skills or improve skills [4.3.4]	
1.7 Identify alphanumeric keys/symbols, using the touch method	1.7.1 Demonstrate touch method to alphanumeric keys/symbols  1.7.2 Discuss key words, phrases, sentences, and paragraphs	Foundation  Thinking	Reading  Knowing how to Learn	Comprehends written specifications, and applies them to a task [1.3.9]  Uses available resources to acquire new skills or improve skills [4.3.4]	

<b>CAREER and TECHNICAL SKILLS</b> What the Student Should be Able to Do		<b>ACADEMIC and WORKPLACE SKILLS</b> What the Instruction Should Reinforce		
<b>Knowledge</b>	<b>Application</b>	<b>Skill Group</b>	<b>Skill</b>	<b>Description</b>
1.8 Explain basic service keys and their correct usage	1.8.1 Demonstrate knowledge of basic service keys and their correct usage	Foundation	Reading	Uses appropriate materials and techniques as specified [1.3.20]
		Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
1.9 Explain correct spacing following punctuation marks	1.9.1 Demonstrate knowledge of spacing rules, and apply to task	Foundation	Writing	Applies rules of grammar, punctuation, capitalization, and spelling [1.6.3]
		Thinking	Reasoning	Applies rules and principles to a new situation [4.5.1]

# Glossary

## Unit 1: Basic Knowledge

1. Alternate key (Alt) – executes commands with other key(s)
2. Arrow keys – move the insertion point in the direction indicated by the arrow on each key
3. Backspace – deletes the character to the left of the insertion point
4. Caps lock – capitalizes all letters when locked down
5. Control key (Ctrl) – executes commands with other key(s)
6. Delete – removes the character to the right of the insertion point
7. Enter/Return – causes the insertion point to move to the left margin and down to the next line
8. Escape key (Esc) – closes a software menu or dialog box
9. Function keys – special keys located at the top of the keyboard (F1, F2, F3, etc.) that are used alone or with the Ctrl, Alt, and Shift keys to execute software commands
10. Gross words a minute (GWAM) – the number of standard words keyed in one minute
11. Hardware – the physical parts of a computer system, such as the monitor, keyboard, and hard drive
12. Home keys – the keys where you place your fingers to begin keying; *a s d f* for the left hand and *j k l ;* for the right hand
13. Proper keyboarding posture – the correct seating position taught when developing typing skills
14. Service keys – special keys that allow you to use the computer to perform specific functions
15. Shift key – makes capital letters and certain symbols when used with those keys
16. Software – the computer program that tells the computer what to do
17. Space bar – inserts space between words and sentences
18. Tab key – moves the insertion point to a preset position
19. Word wrap – causes text to move automatically to a new line when the current line is full