

7th Grade Business
Reporting Cluster: Keyboarding

Cluster/Topic/Concepts	Bodies of Evidence (BOE's)	Vocabulary	I Can ...	Skills
<p>Cluster: Keyboarding</p> <p>Topic: Keyboarding Skills</p> <p>Concepts Covered:</p> <ul style="list-style-type: none"> Keyboarding Skills Ergonomics/Technique <p>Topic ID/Campus Coding: BUS7-KS-1</p>	<ul style="list-style-type: none"> Common Formative Assessment (CFA) Student Observation Sheet Typing Skills Assessments from online sources such as www.Typing.com 	<ul style="list-style-type: none"> Accuracy Speed Endurance Proper posture Home position Keystroke WPM Numeric keyboard Qwerty keyboard 	<ol style="list-style-type: none"> Consistently demonstrate proficient keyboarding skills with: <ul style="list-style-type: none"> Accuracy – 95% Speed – 30 WPM Endurance – 2.5 pages Consistently demonstrate correct fingering, posture and hand position through: <ul style="list-style-type: none"> Sitting up straight Feet flat on the floor for balance Body, centered to the “h” key with elbows at sides Curving fingers over the home row keys Wrist straight Keying by touch with correct fingering 	<p>Keyboarding Skills</p> <ul style="list-style-type: none"> Accuracy – 95% Speed – 30 WPM Endurance – 2.5 pages <p>Computer Ergonomics</p> <ul style="list-style-type: none"> Sit up straight Feet flat on the floor for balance Body, centered to the “h” key with elbows at sides Curve fingers over the home row keys Wrist straight Keys by touch with correct fingering
Scales			Content Standards	
4	In addition to exhibiting level 3 performance, students demonstrate in-depth inferences and applications that go beyond the goal.		<p>Common Core – English Language Arts / Writing – W7.6: Use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of <i>keyboarding skills to type a minimum of 3 pages in a single setting.</i></p> <p>National Business Education Association: VI Input Technologies: Use various input technologies to enter and manipulate information appropriately.</p>	
3	Students will be able to: <ul style="list-style-type: none"> Accuracy -- 95% Speed – 30 WPM Endurance – 2.5 pages Consistently demonstrates correct fingering, posture and hand position.			
2	Students will be able to: <ul style="list-style-type: none"> recall specific vocabulary such as: Accuracy, speed, endurance, Proper posture, Home position, keystroke, WPM, Numeric keyboard, Qwerty keyboard Students will be able to: <ul style="list-style-type: none"> Accuracy – 89 or below% Speed – 22 WPM Endurance – 2 page Importance of good keyboarding skills in personal and professional life Importance of posture and technique in improving accuracy, speed and endurance			
Working towards National Standards (NETS) for middle school: <ul style="list-style-type: none"> 6-8th grade 30 WPM 95% accuracy Must have additional support in elementary before this standard can be met by all students. 				