Elementary Keyboarding Workshop
Is your school district looking for guidance in the area of elementary keyboarding? Are you seeking the right combination of hours of instruction combined with the appropriate grade level? Then, now is the time to register for an elementary keyboarding workshop presented by Bonnie Sibert and Beverly Newton at the Nebraska Department of Education computer lab with guest presenter Lisa Hanson.

Invite a team of teachers to learn keyboarding teaching strategies, preview elementary keyboarding software and review keyboarding scope and sequence plans from Nebraska school districts. In addition, the following model scope and sequence for keyboarding may guide you in your keyboarding scope and sequence plans.

Register online for the Elementary Keyboarding Workshop at http://www.education.ne.gov/bmit/workshops.html or go through the Virtual Elementary Keyboarding Workshop at your own pace.

Model Scope and Sequence for Keyboarding
The keyboarding scope and sequence should begin with the following:
> *Exposure to Foundation Technology Skills*, Grades K – 6
> *Keyboarding Awareness,* Grades K – 3
> *Elementary Keyboarding,* Grades 3 – 6
> *Keyboarding Applications,* Grades 6 – 8
> *Computer Applications,* Grades 6 – 8

Elementary Keyboarding (Grades 3 – 6)
(20 to 40 days each year for 20 to 30 minutes each day)
Elementary students will work toward mastery of the touch type operation. They will demonstrate correct technique, keystroking and care of equipment. Elementary students will begin to structure sentences and paragraphs using proper keyboarding technique.
Grades K-2 - Keyboarding Awareness (proper body and hand placement)
Grade 3 - Posture and touch typing home row keys
Grade 4 - Review home row and continue with touch typing (no numbers)
Grade 5 - Keyboarding touch typing, including numbers, and basic composition
Grade 6 - Review keyboarding, build skills and integrate into Language Arts (writing process)

Keyboarding Applications *(9-18 weeks),* Grades 6 – 8
Keyboarding is identified as a foundation knowledge and skill area for all students regardless of their career interest. This middle-level course is designed for students to learn touch-typing techniques and proper keystroking while continuing to develop composition and proofreading skills as well as speed and accuracy. Students will demonstrate keyboarding proficiency in document formatting (letters, reports, and tables). Students will demonstrate acceptable ethical and social behavior while developing keyboarding skills.

Computer Applications *(9-18 weeks),* Grades 7 – 8
This middle-level course is designed to emphasize digital citizenship, basic computer operations, word processing applications, spreadsheet applications, presentation applications and technology communication tools. Students will master keyboarding skills; compose, create, edit and format word processing documents; organize and manipulate data in a spreadsheet and prepare a formal

presentation.

Information Technology Career Cluster

The Information Technology Career Cluster offers four pathways for students to consider as a career option: Network Systems and Telecommunications, Information Support and Services, Programming and Software Development and Web and Digital Communications. In addition, information technology is identified as a foundation knowledge and skill area for all students regardless of their career interest. The following course (previously called Computer Applications I) has been identified as a foundation course:

Information Technology Applications I (18 weeks), Grades 9 – 10
Students will explore emerging technologies as it applies to their success for high school, college and career. The focus will be on the importance of digital citizenship, professional communication practices, advanced document processing, professional presentations and intermediate spreadsheet and database applications used personally and professionally.

Information Technology Applications II (18 weeks), Grades 9 – 10
This course will focus on skill development in advanced spreadsheet, database, integration of applications utilizing advanced features and exploring web technologies. Students taking both Information Technology Applications I and II may be eligible for articulated or dual credit at a participating postsecondary institution. Skills, standards and coursework align with industry certifications.

For additional information about other courses offered within the Information Technology Career Cluster, visit http://www.nde.ne.state/BMIT/, Career Cluster Standards.