

ELEMENTARY

SOUTHERN UNION ADDITIONAL RESOURCES

KEYBOARDING SKILLS



KEYBOARDING SKILLS/ADDITIONAL EXPLANATION AND OPTIONAL RESOURCES

Keyboarding for Kids

Keyboarding Short Course

Learn 2 Type

MicroType 4, South-Western Cengage Learning

PAWS

Power Typing

Type to Learn

Ultrakey, Bytes of Learning

Frequency

Keyboarding Skills Booklet & Keyboarding Skills Folder

Keyboarding Essential Learnings by Grade

Suggested Software



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Optional Resources

Keyboarding for Kids. Ellsworth Publishing Company. P.O. Box 6727, Chandler, AZ 85246. Phone (888)963-4817, FAX (480)963-4502. 2221 West Pecos Road, Suite 6, Chandler, AZ 85224. www.EllsworthPublishing.com. Email: sales@ellsworthpublishing.com.

Keyboarding Short Course . Ellsworth Publishing Company. P.O. Box 6727, Chandler, AZ 85246. Phone (888)963-4817, FAX (480)963-4502. www.EllsworthPublishing.com.

Learn 2 Type. <http://www.kids.learn2type.com>

MicroType 4. South-Western Cengage Learning. Online orders: <http://microtype.swlearning.com/mt4/default.html>. Phone orders: (800)354-9706

PAWS. McGraw Hill SRA Division. Online orders: <http://www.sraonline.com>. Phone orders: (800)338-3987

Power Typing . <http://powertyping.com>

Type to Learn . Sunburst Technology Corporation, Online orders: <http://www.amazon.com/Type-Learn-Agents-Information-Version/dp/B004LC3VCW>. Phone orders (800)321-7511

Ultrakey, Bytes of Learning. Online orders: <http://www.bytesoflearning.com/english/view/1393>. Phone orders (800)465-6428

Frequency: Students will need consecutive formal practice times in order to successfully master keyboarding skills. Practicing once weekly may not have the desired results; emphasizing the skill during the course of a quarter or semester is preferred with occasional short practices encouraged throughout the year. Typically, a student could be expected to approach mastery of 30 WPM after 35 hours of formal training when intense training is offered.

Keyboarding Skills Booklet and Keyboarding Skills Folder:

All classrooms should have a Keyboarding Skills Booklet for the teacher and Keyboarding Skills folder for every student. The keyboarding folder is used to track student progress. To order booklet and folder, contact your local conference Office of Education.

These guides contain grade-appropriate scope and sequence charts and sample instructional objectives, etc. Implementation of computer education should be an integral part of the daily program in conjunction with the use of the Computer Literacy Competency Test and also the Keyboarding Competency Test. To order, contact your local conference Office of Education or download from www.adventisteducation.org.

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Additional Explanation and Optional Resources

Keyboarding Essential Learnings by Grade

In past years students were introduced to typing in an academic environment. Correct fingering and posture were taught as mastery was achieved. However, rapid advancements in technology acquaint students with computers before they are properly schooled in correct keyboarding skills. The student's use of acquired techniques and comfort maneuvering computer keyboards pose a challenge for computer teachers.

Suggested Software:

K-2	Grade 3-5	Grade 6-8	Home Use
None (no formal keyboarding)	Bernie's Typing Travels	Keyboarding Short Course	Learn 2 Type
Familiarity Software: Type to Learn Jr.	Keyboarding for Kids	MicroType 4	Mavis Beacon (available locally in stores)
	Paws	Ultrakey	Power Typing
	Type to Learn		www.freetypinggame.net