

Keyboarding

Time on Task: 3.75 hours per week

Course Philosophy

In our world, technology is increasing faster than law can regulate it. In order to prepare students to become leaders in the world they inherit, we must teach them to use technology ethically and properly. This communication tool can be both a blessing and a curse, and users must be responsible in their technology use. Students must learn to filter all communications through a Biblical worldview.

Course Description

Students apply technical skills to address business applications of emerging technologies. Students enhance reading, writing, computing, communications, and reasoning skills and apply them to the business environment.

<p>Goals and Objectives Texas Essential Knowledge and Skills (TEKS)</p> <p>§120.4. Introduction to Keyboarding.</p> <p>(a) General requirements. This course is recommended for students in Grades 6-8.</p> <p>(b) Introduction. Students apply technical skills to address business applications of emerging technologies. Students enhance reading, writing, computing, communications, and reasoning skills and apply them to the business environment.</p> <p>(c) Knowledge and skills.</p> <p>(1) The student applies the proper keyboarding technique to input data when using the computer or typewriter keyboard. <i>The student is expected to:</i></p> <p>(A) demonstrate correct posture and position at the keyboard; (B) demonstrate proper care and operation of equipment used;</p>	<p>Scope and Sequence</p> <p>Keyboarding – main keyboard</p> <ul style="list-style-type: none"> Focus on Good Keyboarding Habits <p>Keyboarding – numeric keypad</p> <ul style="list-style-type: none"> Focus on Good Keyboarding Habits <p>Correlation with TEKS</p> <p><u>Keyboarding Connections</u></p> <p><u>Projects and Applications</u></p> <p>Glencoe/McGraw Hill Student ISBN 0-07-830985-9 Teacher ISBN 0-07-872864-9</p> <p>All Sections 1.1-2.14 All Sections 1.1-2.14</p>	<p>Spiritual Goals</p> <p>God’s intended purpose for technology:</p> <ol style="list-style-type: none"> To encourage the use of knowledge and skills in service to God. To teach the child that just as there is a logic and order in technology, there is a logic and order in God’s plan To recognize the ability to communicate with one another is part of His plan for our lives. To acknowledge that God is concerned that communication is clear and easily understood. To acknowledge that God recognizes writing as a powerful tool to influence people. To learn how to communicate with others and with God in a way that glorifies Him. To learn to communicate in such a way as to draw men to Christ. To learn accuracy and clarity of
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<p>(C) demonstrate the correct touch-system techniques for operating alphabetic keys;</p> <p>(D) demonstrate the correct touch-system techniques for operating numeric and symbol keys;</p> <p>(E) demonstrate the correct touch-system techniques for operating the ten-key numeric pad; and</p> <p>(F) demonstrate the correct use of the command and function keys.</p>	<p>Sections 1.1-1.20</p> <p>Sections 2.1-2.7</p> <p>Sections 2.8-2.14</p> <p>All Sections 1.1-2.14</p> <p>Student Activities Drills Practice</p> <p>Teaching Strategies Direct Instruction Open-ended Questions Discussion Demonstration</p> <p>Evaluation Procedures Observation</p> <p>Other Resources and Bibliography None</p>	<p>meaning so as not to cause misunderstanding in communication.</p> <p>9. To learn to appreciate the gift of creativity in written and oral form.</p> <p>Biblical Integration Truth Statements</p> <p>1. <i>What is prime reality, the really real?</i> God exists and is the ultimate reality. (Psalm 90:2, Revelation 22:13)</p> <ol style="list-style-type: none"> God designed, created, and sustains His creation. (Genesis 1:1-31) God is good, holy, and loving. (Luke 18:19, 1 John 4:16, 1 Peter 1:16, Psalm 145:12) God is omniscient – all knowing. (Romans 11:33-36, Psalm 147:5) God is sovereign – nothing is beyond His ultimate interest, control, and authority. (Daniel 4:25) God is personal and also triune- He is coequally and coeternally God the Father, God the Son, Jesus, and God the Holy Spirit. (Hebrews 1:3) <p>2. <i>What is the nature of external reality, that is, the world around us?</i></p> <ol style="list-style-type: none"> God is the source of everything and created the universe out of nothing. (Genesis 1:1) The universe was created by God to be orderly. (Isaiah 45:18, Psalm 147:4)
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		<p>human beings made in His image). (Genesis 1:27)</p> <p>c. God reveals, Himself to us in two basic ways: by general revelation and by special revelation. (Exodus 3:2, Psalm 19:1-4)</p> <p>d. In general revelation, God speaks through the creation of the universe and through His word, the Bible. (2 Samuel 22:31, Psalm 19:1)</p> <ul style="list-style-type: none"> ➤ The Bible is internally consistent and unified in its principles and claims. ➤ There is tremendous coherence across the many authors and centuries during which the various books were written and in which its stories unfold. ➤ It is relevant to all the cultures of the world <p>e. Special revelation is God revealing Himself through supernatural ways. Jesus Christ is the ultimate special revelation. He showed us what God is like more fully than any other form of revelation can. Because Jesus was also completely human, he spoke more clearly to us than any other form of revelation can. (John 14:7)</p> <p>6. <i>How do we know what is right and wrong?</i></p> <p>a. Ethics or the knowledge of right</p>
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		<p>and wrong is based on the character of God as good (holy and loving). (Psalm 33:4)</p> <p>b. There is an absolute standard by which all moral judgments are measured and God Himself – His character of goodness (holiness and love) – is the standard. (1 Samuel 2:3)</p> <p>c. As a result of sin, morally, we have become less able to discern good and evil and less able to know God as He truly is. (Proverbs 1:7)</p> <p>d. God has revealed His standard in the various laws and principles expressed in the Bible. (Psalm 111:10)</p> <ul style="list-style-type: none"> ➤ He has dictated absolute moral truth to us. ➤ Every truth must conform to Biblical principles. ➤ Every choice must reflect God’s moral truth. ➤ We must promote, defend, and teach these truths to others. <p>7. <i>What is the meaning of human history?</i></p> <p>a. History is a meaningful sequence of events leading to the fulfillment of God’s purposes for humanity. (Psalm 22:27-28, Psalm 47:3)</p> <p>b. History is going somewhere, directed toward a known end. (Matthew 25:34)</p> <p>c. History is a form of revelation,</p>
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		<p>not only does God reveal Himself in history, but the very sequence of events is revelation. (Psalm 33:13-14, Psalm 47:9)</p> <p>d. History has meaning because God is behind all events, not only sustaining all things by His powerful word but also in all things working for the good of those who love Him. (Psalm 40:5, Romans 8:28)</p> <p><i>What should our response be to God?</i> <i>What were we made for?</i></p> <p>We were made to Love – Matthew 22:37, Worship – Romans 12:1, Obey – 2 John 6, and Give Glory – Psalm 96:3.</p>
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