

COURSE AT A GLANCE - Basic Technology Skills

There are four components of our Basic Technology Skills curriculum. They are numbered below (and in no particular order).

Semester 1	
Unit 1: Alphabetic Keys	
Students learn to key the alphabet by touch.	9-12.ET.OC.3.5, 9-12.ET.CI.1.2
Unit 2: Symbols and Figure Keys	
Students learn the numeric keys and symbols keys by touch.	9-12.ET.OC.3.5, 9-12.ET.CI.1.2
Unit 3: Technique and Fluency	
Students will develop keyboarding fluency and improve keyboarding technique while developing speed.	9-12.ET.OC.3.5, 9-12.ET.CI.1.2
Unit 4: Formatting and Word Processing Essentials	
Students will learn the essentials of word processing through document production.	9-12.ET.OC.3.4, 9-12.ET.OC.3.5, 9-12.ET.CI.1.1, 9-12.ET.CI.1.3

[Computer Science Standards](#)