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SCOPE & SEQUENCE

The Typing.com Guide to Classroom Planning

The Typing.com Scope & Sequence is a guide for educators. It shows what students learn at every grade level — from their first keystrokes to professional documents, spreadsheets, presentations, digital citizenship, and AI literacy.

This guide lists every unit in teaching order with lesson counts and key objectives — one page per grade. For details on all of Typing.com's standards alignments, visit www.typing.com/standards.

The Curriculum at a Glance

A dot means the unit is offered at that grade level. FREE units are available on every account; PLUS units are included with Typing.com PLUS (premium) plans.

Unit	K	1	2	3–5	6–8	9–12	Adult	Tier
Getting Started	•	•						FREE
Top and Bottom Rows	•	•						FREE
Numbers and Beyond		•						FREE
Learn the Keys 1			•	•	•	•	•	FREE
Learn the Keys 2			•	•	•	•	•	FREE
Technology Foundations	•	•	•	•	•	•	•	PLUS
Digital Citizenship	•	•	•	•	•	•	•	PLUS
Word Processing			•	•	•	•	•	PLUS
Spreadsheets				•	•	•	•	PLUS
Presentations			•	•	•	•	•	PLUS
AI Literacy				•	•	•	•	PLUS
Cross Curricular 1: World & the Arts	•	•	•	•	•	•	•	PLUS
Cross Curricular 2: STEM	•	•	•	•	•	•	•	PLUS
Creative Writing			•	•	•	•		PLUS
Test Prep			•	•	•			PLUS
Patterns	•	•	•					PLUS
Typing Tests			•	•	•	•	•	FREE
Custom Lessons	•	•	•	•	•	•	•	FREE

Proficiency Benchmarks & Pacing

Use these figures to set realistic goals and interpret Typing Test results. Speeds are typical ranges we observe across millions of learners; accuracy figures are recommended minimums — if a student falls below the accuracy goal, have them repeat the exercise before chasing speed.

Grade Level	Typical Speed (WPM)	Recommended Accuracy
Kindergarten	2–5	Focus on technique, not accuracy or speed
1st Grade	5–7	Focus on technique, not accuracy or speed
2nd Grade	7–10	Focus on technique, not accuracy or speed
Elementary (3rd–5th)	8–20	85%+
Middle School (6th–8th)	20–30	90%+
High School (9th–12th)	30–40	95%+
College / Adult	40+	98%+

How much time does it take? Keyboarding research and our own classroom data agree: short, frequent practice beats long, infrequent sessions. We recommend 15–20 minutes of focused practice, 3–5 days per week (10–15 minutes for K–2). Most teachers run Learn to Type units across the fall, layer in Beyond Typing units through the year, and use Typing Tests for benchmarking each grading period.

Looking for time estimates? Duration estimates for every lesson are available in the teacher portal's Curriculum section.

STANDARDS ALIGNMENT

Every Typing.com unit is aligned to national and state standards. For the complete, always-current list of alignments, visit www.typing.com/standards.

Kindergarten

7 units · 103 lessons · typical proficiency 2–5 WPM · focus on technique

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Getting Started	FREE	9	Use a mouse or trackpad and identify the parts of a computer · Find their way around the keyboard · Type the home-row letter keys with the correct fingers
Top and Bottom Rows	FREE	9	Type every top-row letter with the correct fingers · Type every bottom-row letter with the correct fingers · Type all 26 letter keys
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	20	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	11	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
BEYOND TYPING			
Patterns *Computational Thinking*	PLUS	8	Explore simple and complex patterns · Make predictions from patterns · Sequence step-by-step instructions to complete a project
Technology Foundations	PLUS	20	Identify their device and its parts · Log in to school accounts and keep login information safe · Navigate websites using a browser
Digital Citizenship	PLUS	26	Practice kind online communication · Tell the difference between safe and unsafe sharing · Ask a trusted adult for help when something feels wrong online

1st Grade

8 units · 115 lessons · typical proficiency 5–7 WPM · focus on technique

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Getting Started	FREE	9	Use a mouse or trackpad and identify the parts of a computer · Find their way around the keyboard · Type the home-row letter keys with the correct fingers
Top and Bottom Rows	FREE	8	Type every top-row letter with the correct fingers · Type every bottom-row letter with the correct fingers · Type all 26 letter keys
Numbers and Beyond	FREE	13	Type the number keys · Use the space bar, period, backspace, and enter keys · Type their first words, sight words, and short nouns
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	18	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	13	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
BEYOND TYPING			
Patterns *Computational Thinking*	PLUS	8	Explore simple and complex patterns · Make predictions from patterns · Sequence step-by-step instructions to complete a project
Technology Foundations	PLUS	20	Identify their device and its parts · Log in to school accounts and keep login information safe · Navigate websites using a browser
Digital Citizenship	PLUS	26	Practice kind online communication · Tell the difference between safe and unsafe sharing · Ask a trusted adult for help when something feels wrong online

2nd Grade

11 units · 147 lessons · typical proficiency 7–10 WPM · focus on technique

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	24	Warm up with mouse, trackpad, and parts-of-a-computer practice · Type using correct finger placement and posture · Type all letter keys
Learn the Keys 2	FREE	15	Use the shift key to capitalize · Type basic punctuation keys · Type all numbers
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	21	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	13	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	4	Use knowledge of all keys to type their own content · Respond to cross-curricular prompts and questions
Test Prep	PLUS	12	Develop reading comprehension skills · Type a variety of cross-curricular vocabulary words · Practice parts of speech
BEYOND TYPING			
Patterns *Computational Thinking*	PLUS	8	Explore simple and complex patterns · Make predictions from patterns · Sequence step-by-step instructions to complete a project
Technology Foundations	PLUS	20	Identify their device and its parts · Log in to school accounts and keep login information safe · Navigate websites using a browser
Digital Citizenship	PLUS	26	Practice kind online communication · Tell the difference between safe and unsafe sharing · Ask a trusted adult for help when something feels wrong online
Word Processing *Computer Applications 1*	PLUS	3	Write and format a paragraph · Make simple edits to improve their writing
Presentations *Computer Applications 3*	PLUS	1	Add a title, text, and a picture to a slide · Change a slide's background color

3rd Grade

12 units · 173 lessons · typical proficiency 8–20 WPM · 85%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	21	Warm up with mouse, trackpad, and parts-of-a-computer practice · Type using correct finger placement and posture · Type all letter keys
Learn the Keys 2	FREE	14	Use the shift key to capitalize · Type basic punctuation keys · Type all numbers
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	20	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	13	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	5	Use knowledge of all keys to type their own content · Respond to cross-curricular prompts and questions
Test Prep	PLUS	12	Develop reading comprehension skills · Type a variety of cross-curricular vocabulary words · Practice parts of speech
BEYOND TYPING			
Technology Foundations	PLUS	30	Organize schoolwork with files, folders, and digital organization systems · Search the web efficiently and evaluate results · Compose appropriate emails and digital messages
Digital Citizenship	PLUS	34	Manage their digital footprint, identity, and reputation · Recognize and respond to cyberbullying · Protect privacy and personal information
AI Literacy	PLUS	12	Explain what artificial intelligence is and where they encounter it · Compare how people learn with how computers learn from data · Describe how training data shapes what AI can do
Word Processing *Computer Applications 1*	PLUS	5	Write and format paragraphs · Insert and arrange images · Edit and delete text to improve a draft
Spreadsheets *Computer Applications 2*	PLUS	4	Enter and format data in rows and columns · Sort a data table · Create and label a chart from data
Presentations *Computer Applications 3*	PLUS	3	Build a multi-slide presentation with a beginning, middle, and end · Apply a theme and change background and font colors · Reorder slides to improve flow

4th Grade

12 units · 198 lessons · typical proficiency 8–20 WPM · 85%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	21	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	17	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Practice punctuation and symbol keys in context
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	20	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	18	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	11	Use knowledge of all keys to type their own content · Respond to cross-curricular prompts and questions · Type a response one page in length
Test Prep	PLUS	12	Develop reading comprehension skills · Type a variety of cross-curricular vocabulary words · Practice parts of speech
BEYOND TYPING			
Technology Foundations	PLUS	30	Organize schoolwork with files, folders, and digital organization systems · Search the web efficiently and evaluate results · Compose appropriate emails and digital messages
Digital Citizenship	PLUS	34	Manage their digital footprint, identity, and reputation · Recognize and respond to cyberbullying · Protect privacy and personal information
AI Literacy	PLUS	12	Explain what artificial intelligence is and where they encounter it · Compare how people learn with how computers learn from data · Describe how training data shapes what AI can do
Word Processing *Computer Applications 1*	PLUS	12	Format paragraphs and insert images · Create bulleted and numbered lists · Set up page layout and margins
Spreadsheets *Computer Applications 2*	PLUS	6	Enter, format, and sort data · Distinguish text, number, and date data types · Create and label charts from data
Presentations *Computer Applications 3*	PLUS	5	Build and restyle a multi-slide presentation · Add images, shapes, tables, and transitions · Organize a presentation for an audience

5th Grade

12 units · 221 lessons · typical proficiency 8–20 WPM · 85%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	21	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	21	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Type grade-level language-arts content and paragraphs
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	24	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	19	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	11	Use knowledge of all keys to type their own content · Respond to cross-curricular prompts and questions · Type a response two pages in length
Test Prep	PLUS	12	Develop reading comprehension skills · Type a variety of cross-curricular vocabulary words · Practice parts of speech
BEYOND TYPING			
Technology Foundations	PLUS	30	Organize schoolwork with files, folders, and digital organization systems · Search the web efficiently and evaluate results · Compose appropriate emails and digital messages
Digital Citizenship	PLUS	34	Manage their digital footprint, identity, and reputation · Recognize and respond to cyberbullying · Protect privacy and personal information
AI Literacy	PLUS	12	Explain what artificial intelligence is and where they encounter it · Compare how people learn with how computers learn from data · Describe how training data shapes what AI can do
Word Processing *Computer Applications 1*	PLUS	17	Build structured documents with lists, outlines, and tables · Add a table of contents · Format documents for a reader and a specific audience
Spreadsheets *Computer Applications 2*	PLUS	11	Analyze data with SUM, AVERAGE, COUNT, MAX, and MIN · Collect, enter, and format their own data · Choose the right chart type for a dataset
Presentations *Computer Applications 3*	PLUS	9	Apply slide design basics: less text, readable type, consistent themes · Tell a story across slides with a narrative arc and speaker notes · Add charts and data to a presentation

6th Grade

12 units · 249 lessons · typical proficiency 20–30 WPM · 90%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	21	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	21	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Type grade-level language-arts content and paragraphs
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	21	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	18	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	11	Use knowledge of all keys to type their own content · Respond to cross-curricular prompts and questions · Type a response three pages in length
Test Prep	PLUS	12	Develop reading comprehension skills · Type a variety of cross-curricular vocabulary words · Practice parts of speech
BEYOND TYPING			
Technology Foundations	PLUS	31	Manage files and folders across devices and the cloud · Use advanced search strategies for research · Communicate appropriately across digital platforms
Digital Citizenship	PLUS	33	Shape a positive digital identity · Respond to cyberbullying as an empowered bystander · Explain how apps collect and use personal data
AI Literacy	PLUS	27	Explain how machine learning systems are trained on data · Practice effective, responsible prompt engineering · Describe how generative AI produces text and images
Word Processing *Computer Applications 1*	PLUS	25	Produce multi-page reports · Design comparison tables and visual reports · Write and format a formal letter
Spreadsheets *Computer Applications 2*	PLUS	16	Sort and filter data with conditions · Format a professional data table · Analyze data with core functions
Presentations *Computer Applications 3*	PLUS	13	Use the slide master for consistent design · Use animations and transitions purposefully · Prepare speaker notes and rehearse with Presenter View

7th Grade

12 units · 260 lessons · typical proficiency 20–30 WPM · 90%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	21	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	21	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Type grade-level language-arts content and paragraphs
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	22	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	18	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	11	Use knowledge of all keys to type their own content · Respond to cross-curricular prompts and questions · Type a response three pages in length
Test Prep	PLUS	12	Develop reading comprehension skills · Type a variety of cross-curricular vocabulary words · Practice parts of speech
BEYOND TYPING			
Technology Foundations	PLUS	31	Manage files and folders across devices and the cloud · Use advanced search strategies for research · Communicate appropriately across digital platforms
Digital Citizenship	PLUS	33	Shape a positive digital identity · Respond to cyberbullying as an empowered bystander · Explain how apps collect and use personal data
AI Literacy	PLUS	27	Explain how machine learning systems are trained on data · Practice effective, responsible prompt engineering · Describe how generative AI produces text and images
Word Processing *Computer Applications 1*	PLUS	28	Produce multi-page reports and formal letters · Collaborate on shared documents · Add footnotes and citations
Spreadsheets *Computer Applications 2*	PLUS	21	Organize a workbook across multiple sheets · Use IF and COUNTIF to make decisions with data · Look up values with VLOOKUP, including across sheets
Presentations *Computer Applications 3*	PLUS	15	Build a persuasive presentation backed by evidence · Address counterarguments and rebuttals · Design accessible slides: alt text, contrast, and readable type

8th Grade

12 units · 268 lessons · typical proficiency 20–30 WPM · 90%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	21	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	21	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Type grade-level language-arts content and paragraphs
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	23	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	17	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	11	Use knowledge of all keys to type their own content · Respond to cross-curricular prompts and questions · Type a response three pages in length
Test Prep	PLUS	12	Develop reading comprehension skills · Type a variety of cross-curricular vocabulary words · Practice parts of speech
BEYOND TYPING			
Technology Foundations	PLUS	31	Manage files and folders across devices and the cloud · Use advanced search strategies for research · Communicate appropriately across digital platforms
Digital Citizenship	PLUS	33	Shape a positive digital identity · Respond to cyberbullying as an empowered bystander · Explain how apps collect and use personal data
AI Literacy	PLUS	27	Explain how machine learning systems are trained on data · Practice effective, responsible prompt engineering · Describe how generative AI produces text and images
Word Processing *Computer Applications 1*	PLUS	30	Manage long, multi-section documents · Create and apply a style-guide template · Cite sources with footnotes and citations
Spreadsheets *Computer Applications 2*	PLUS	25	Summarize data with pivot tables · Clean messy data for analysis · Build a dashboard-style summary with conditional formatting
Presentations *Computer Applications 3*	PLUS	17	Tell a data story across slides with charts and takeaways · Integrate research, data, and presentation in one workflow · Design persuasive, accessible slides

9th Grade

11 units · 272 lessons · typical proficiency 30–40 WPM · 95%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	20	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	20	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Type test-prep vocabulary and informational texts
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	22	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	16	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	11	Use knowledge of all keys to type their own content · Respond thoughtfully to college- and career-readiness prompts · Practice typing the syntax of HTML, CSS, and JavaScript
BEYOND TYPING			
Technology Foundations	PLUS	34	Streamline work with advanced productivity workflows · Explain cloud computing, networking, and connectivity concepts · Collaborate using project-management tools
Digital Citizenship	PLUS	34	Build and manage a digital identity and personal brand · Apply advanced data privacy and security practices · Analyze misinformation, propaganda, and media ecosystems
AI Literacy	PLUS	39	Explain how neural networks learn, including CNN, RNN, and GAN architectures · Describe how AI systems perceive and abstract the world · Engineer effective prompts and co-create responsibly with AI
Word Processing *Computer Applications 1*	PLUS	31	Produce structured, multi-page documents with tables and a table of contents · Cite sources with footnotes and citations · Create a resume and a formal letter
Spreadsheets *Computer Applications 2*	PLUS	27	Analyze data with functions, logic, and lookups · Summarize data with pivot tables and clean messy data · Calculate conditionally with SUMIF, AVERAGEIF, and COUNTIF
Presentations *Computer Applications 3*	PLUS	18	Deliver with timed pacing and progressive reveals · Prepare for audience questions · Tell data stories with charts and takeaways

10th Grade

11 units · 272 lessons · typical proficiency 30–40 WPM · 95%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	20	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	17	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Type test-prep vocabulary and informational texts
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	21	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	17	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	11	Use knowledge of all keys to type their own content · Respond thoughtfully to college- and career-readiness prompts · Practice typing the syntax of HTML, CSS, and JavaScript
BEYOND TYPING			
Technology Foundations	PLUS	34	Streamline work with advanced productivity workflows · Explain cloud computing, networking, and connectivity concepts · Collaborate using project-management tools
Digital Citizenship	PLUS	34	Build and manage a digital identity and personal brand · Apply advanced data privacy and security practices · Analyze misinformation, propaganda, and media ecosystems
AI Literacy	PLUS	39	Explain how neural networks learn, including CNN, RNN, and GAN architectures · Describe how AI systems perceive and abstract the world · Engineer effective prompts and co-create responsibly with AI
Word Processing *Computer Applications 1*	PLUS	32	Produce structured, multi-page documents with citations · Create a resume, formal letter, and professional email · Build a style-guide template
Spreadsheets *Computer Applications 2*	PLUS	28	Combine data from multiple sources with VLOOKUP · Troubleshoot lookup errors and data mismatches · Calculate conditionally with SUMIF, AVERAGEIF, and COUNTIF
Presentations *Computer Applications 3*	PLUS	19	Distill complex information into an executive summary · Land one idea per slide with a clear takeaway · Deliver with timed pacing and a prepared Q&A

11th Grade

11 units · 280 lessons · typical proficiency 30–40 WPM · 95%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	20	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	17	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Type test-prep vocabulary and informational texts
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	25	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	17	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	11	Use knowledge of all keys to type their own content · Respond thoughtfully to college- and career-readiness prompts · Practice typing the syntax of HTML, CSS, and JavaScript
BEYOND TYPING			
Technology Foundations	PLUS	34	Streamline work with advanced productivity workflows · Explain cloud computing, networking, and connectivity concepts · Collaborate using project-management tools
Digital Citizenship	PLUS	34	Build and manage a digital identity and personal brand · Apply advanced data privacy and security practices · Analyze misinformation, propaganda, and media ecosystems
AI Literacy	PLUS	39	Explain how neural networks learn, including CNN, RNN, and GAN architectures · Describe how AI systems perceive and abstract the world · Engineer effective prompts and co-create responsibly with AI
Word Processing *Computer Applications 1*	PLUS	33	Produce a long-form document with citations · Produce a report with integrated visuals · Create a resume, formal letter, and professional email
Spreadsheets *Computer Applications 2*	PLUS	30	Apply advanced functions: TEXT, DATE, and CONCATENATE · Build a complete cross-sheet dashboard · Combine data sources and resolve mismatches
Presentations *Computer Applications 3*	PLUS	20	Build a personal portfolio presentation with consistent branding · Present complex information simply · Deliver with timed pacing and a prepared Q&A

12th Grade

11 units · 280 lessons · typical proficiency 30–40 WPM · 95%+ accuracy

Unit (in sequence)	Tier	Lessons	Students will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	20	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	17	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Type test-prep vocabulary and informational texts
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	24	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	16	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
Creative Writing	PLUS	10	Use knowledge of all keys to type their own content · Respond thoughtfully to college- and career-readiness prompts · Practice typing the syntax of HTML, CSS, and JavaScript
BEYOND TYPING			
Technology Foundations	PLUS	34	Streamline work with advanced productivity workflows · Explain cloud computing, networking, and connectivity concepts · Collaborate using project-management tools
Digital Citizenship	PLUS	34	Build and manage a digital identity and personal brand · Apply advanced data privacy and security practices · Analyze misinformation, propaganda, and media ecosystems
AI Literacy	PLUS	39	Explain how neural networks learn, including CNN, RNN, and GAN architectures · Describe how AI systems perceive and abstract the world · Engineer effective prompts and co-create responsibly with AI
Word Processing *Computer Applications 1*	PLUS	34	Produce a professional proposal document · Produce long-form documents with citations and integrated visuals · Create a resume, formal letter, and professional email
Spreadsheets *Computer Applications 2*	PLUS	30	Analyze data with the full function toolkit, from SUM to SUMIF · Combine data sources and resolve mismatches · Summarize data with pivot tables and dashboards
Presentations *Computer Applications 3*	PLUS	22	Build a formal presentation for stakeholders · Complete a capstone integrating research, data, and slides · Build a portfolio presentation with consistent branding

Adult Learners

10 units · 262 lessons · typical proficiency 40+ WPM · 98%+ accuracy

Unit (in sequence)	Tier	Lessons	Learners will (key objectives):
LEARN TO TYPE			
Learn the Keys 1	FREE	22	Type using correct finger placement and posture · Type all letter keys and beginning punctuation (period and comma) · Type words, sentences, and paragraphs
Learn the Keys 2	FREE	14	Use the shift key to capitalize and access additional symbols · Type all punctuation keys, numbers, and advanced symbols · Practice punctuation and symbol keys in context
APPLIED TYPING			
Cross Curricular 1 *World and the Arts*	PLUS	23	Increase typing speed and accuracy with grade-level informational text · Build academic vocabulary across six subject areas · Reinforce grade-appropriate social studies, geography, health, and arts content
Cross Curricular 2 *STEM*	PLUS	10	Increase typing speed and accuracy with informational STEM text · Reinforce grade-level science concepts · Review grade-level math concepts and vocabulary
BEYOND TYPING			
Technology Foundations	PLUS	34	Streamline work with advanced productivity workflows · Explain cloud computing, networking, and connectivity concepts · Collaborate using project-management tools
Digital Citizenship	PLUS	34	Build and manage a digital identity and personal brand · Apply advanced data privacy and security practices · Analyze misinformation, propaganda, and media ecosystems
AI Literacy	PLUS	39	Explain how neural networks learn, including CNN, RNN, and GAN architectures · Describe how AI systems perceive and abstract the world · Engineer effective prompts and co-create responsibly with AI
Word Processing *Computer Applications 1*	PLUS	34	Produce a professional proposal document · Produce long-form documents with citations and integrated visuals · Create a resume, formal letter, and professional email
Spreadsheets *Computer Applications 2*	PLUS	30	Analyze data with the full function toolkit, from SUM to SUMIF · Combine data sources and resolve mismatches · Summarize data with pivot tables and dashboards
Presentations *Computer Applications 3*	PLUS	22	Build a formal presentation for stakeholders · Complete a capstone integrating research, data, and slides · Build a portfolio presentation with consistent branding

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