Teacher’s Name: Ruth White Building: High School Grade: 9-12 Subject/Course: Keyboarding-Level 1 Semester

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|  | **Content** | **Skills** | **Essential Questions** | **Assessment** |
| **1st Month** | IntroductionPretestsBasic Vista ConceptsSaving Files Learn Letter Keyboarding Technique | Home Keys (FDSA JKL;)Learn H and ELearn I and RLearn O and T | What are the correct fingers for each key?What bad habits need to be broken to properly keyboard?How much do they know about the computer?Are you a candidate for owning your own business? | Finger Placement Tests ObservationKeyboarding Placement Tests to determine Level 1 & 2 |
| **2nd Month** | Learn Letter Keyboarding TechniqueLearn Remaining Letter KeysSpeed BuildingTechnique CheckMaster Letter Keyboarding TechniqueSpeed Building Rough – Draft CopyProofreading MarksLanguage & Writing SkillsLearn top row Techniques | Learn N and GLearn Left Shift and PeriodLearn U and CLearn W and Right ShiftLearn B and YLearn to calculate Timed writingsSpeed BuildingLearn M and XLearn P and VLearn Q and , (comma)Learn Z and : (Colon)Learn Caps Lock and ? (Question )Learn Tab KeyParagraph IndentionLearn Proofreading MarksReview Capitalization Rules | Which fingers are used for the computer keyboard?What are proofreader marks?What is a rough draft?How many spaces after an abbreviation, within an abbreviation, after initials, and at the end of the line?How many spaces after, and;, after abbreviations and at the end of a line?What are the Capitalization rules? | Finger Placement TestsObservationTimed-writingsEnglish Review quizzes and tests |
| **3rd Month** | Learn top row TechniquesSkill Transfer Script and Rough DraftSpeed BuildingLanguage & Writing SkillsMaster Alphanumeric Keyboarding TechniqueLearn Top-Row Technique: SymbolsMaster Alphanumeric Keyboarding Technique | Script and Rough-Draft CopyProofreading MarksTimed WritingsReview Pronoun agreementsLearn /, $, % and -Learn: #,&. (, and)Learn “, “, \_, and \*.Review Subject/Verb agreementSkill BuildingReview Terminal punctuation Review Internal punctuation: Comma | What are the pronoun agreement rules?What are the subject/verb agreement rules?What are the internal punctuation rules? | Finger Placement TestsObservationTimed-writingsEnglish Review quizzes and tests |
| **4th Month** | Master Keyboarding SkillsIntroduction to Word Centering DocumentsFormatting MemosFormatting Personal Business Letters | Technique MasterySpeed BuildingSkill TransferReview Internal punctuation: CommaWord Features-Spell check-Grammar Check and other features.Centering Lists, Announcements and MemosCentering ProjectsReview Internal punctuation: ApostropheSkill BuildingMemo Format | Am I increasing my speed on the keyboard?What are more of the internal punctuation rules?How do you use spell check in Word?How do you center announcements and memos?How do I use Apostrophes?How do you create memos? | Timed-writingEnglish review quizzes.Production evaluationsEnglish Review quizzes.Production evaluation.Production typing. |
| **5th Month** | Formatting Business LettersLanguage & Writing SkillsFormatting Unbound ReportsFormat a Process ReportFormat Tables | Block LettersPersonal Business LettersEnvelopesInternal punctuation: ParenthesesSkill BuildersUnbound Reports with FootnotesReport with Numbered ItemsTwo-column Tables | How do I format business and personal letters?How do I use parentheses?How do I format reports?How do I format tables? | Production evaluation.Production typing.English Review quizzes.Timed-writings.Production ExamEnglish ExamTiming Exam |

Teacher’s Name: Ruth White Building:High School Grade: 9-12 Subject/Course: Keyboarding I-Level 2 Semester

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|  | **Content** | **Skills** | **Essential Questions** | **Assessment** |
| **1st Month** | IntroductionVista FilesSaving Files Review Letter Keyboarding TechniqueReview Letter Keyboarding TechniqueSpeed BuildingTechnique Check | Review Home KeysReview All Letter KeysLearn numbers | What are the correct fingers for each key?What bad habits need to be broken to property keyboard? | Finger Placement Tests ObservationLevel Pretests |
| **2nd Month** | Master Letter Keyboarding TechniqueSpeed Building Rough – Draft CopyProofreading MarksLanguage & Writing SkillsLearn top row TechniquesLearn top row TechniquesSkill Transfer Script and Rough Draft | Learn Tab KeyParagraph IndentionLearn Proofreading MarksReview Capitalization RulesScript and Rough-Draft CopyProofreading MarksTimed WritingsReview Pronoun agreementsLearn /, $, % and – | Which fingers are used for the computer keyboard?What are proofreader marks?What is a rough draft?How many spaces after an abbreviation, within an abbreviation, after initials, and at the end of the line?How many spaces after , and;, after abbreviations and at the end of a line?What are the Capitalization rules? | Finger Placement TestsObservationTimed-writingsEnglish Review quizzes and tests |
| **3rd Month** | Speed BuildingLanguage & Writing SkillsMaster Alphanumeric Keyboarding TechniqueLearn Top-Row Technique: SymbolsMaster Alphanumeric Keyboarding Technique Learn Numeric Keypad Operation Master Keyboarding Skills | Learn: #,&. (, and)Learn “, “, \_, and \*.Review Subject/Verb agreementSkill BuildingReview Terminal punctuation Review Internal punctuation: CommaTechnique MasterySpeed BuildingSkill TransferReview Internal punctuation: Comma | Which fingers are used for the number keys?What are the pronoun agreement rules?What are the subject/verb agreement rules?What are the internal punctuation | Timed-writingEnglish review quizzes.Production evaluations |
| **4th Month** | Introduction to Word Centering DocumentsFormatting MemosFormatting Business LettersLanguage & Writing Skills | Word Features-Spell check-Grammar Check and other features.Centering Lists, Announcements and MemosCentering ProjectsReview Internal punctuation: ApostropheSkill BuildingMemo Format Block LettersPersonal Business LettersEnvelopesInternal punctuation: Parentheses | Am I increasing my speed on the keyboard?What re more of the internal punctuation rules?How do you use spell check?How do you format announcements and memos?How do I use Apostrophes?How do you create memos? | English Review quizzes.Production evaluation.Production typing. |
| **5th Month** | Formatting Unbound ReportsFormat a Process ReportFormatting Tables | Skill BuildersUnbound Reports with FootnotesReport with Numbered ItemsTwo-column Tables | How do I format business and personal letters?How do I use parentheses?How do I format reports?How do I format tables? | Production evaluation.Production typing.English Review quizzes.Timed-writings.Production ExamEnglish ExamTiming Exam |