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** | Introduction  Pretests  Basic Vista Concepts  Saving Files  Learn Letter Keyboarding Technique | Home Keys (FDSA JKL;)  Learn H and E  Learn I and R  Learn 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  Observation  Keyboarding Placement Tests to determine Level 1 & 2 |
| **2nd Month** | Learn Letter Keyboarding Technique  Learn Remaining Letter Keys  Speed Building  Technique Check  Master Letter Keyboarding Technique  Speed Building Rough – Draft Copy  Proofreading Marks  Language & Writing Skills  Learn top row Techniques | Learn N and G  Learn Left Shift and Period  Learn U and C  Learn W and Right Shift  Learn B and Y  Learn to calculate Timed writings  Speed Building  Learn M and X  Learn P and V  Learn Q and , (comma)  Learn Z and : (Colon)  Learn Caps Lock and ? (Question )  Learn Tab Key  Paragraph Indention  Learn Proofreading Marks  Review 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 Tests  Observation  Timed-writings  English Review quizzes and tests |
| **3rd Month** | Learn top row Techniques  Skill Transfer Script and Rough Draft  Speed Building  Language & Writing Skills  Master Alphanumeric Keyboarding Technique  Learn Top-Row Technique: Symbols  Master Alphanumeric Keyboarding Technique | Script and Rough-Draft Copy  Proofreading Marks  Timed Writings  Review Pronoun agreements  Learn /, $, % and -  Learn: #,&. (, and)  Learn “, “, \_, and \*.  Review Subject/Verb agreement  Skill Building  Review 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 Tests  Observation  Timed-writings  English Review quizzes and tests |
| **4th Month** | Master Keyboarding Skills  Introduction to Word  Centering Documents  Formatting Memos  Formatting Personal Business Letters | Technique Mastery  Speed Building  Skill Transfer  Review Internal punctuation: Comma  Word Features-Spell check-Grammar Check and other features.  Centering Lists, Announcements and Memos  Centering Projects  Review Internal punctuation: Apostrophe  Skill Building  Memo 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-writing  English review quizzes.  Production evaluations  English Review quizzes.  Production evaluation.  Production typing. |
| **5th Month** | Formatting Business Letters  Language & Writing Skills  Formatting Unbound Reports  Format a Process Report  Format Tables | Block Letters  Personal Business Letters  Envelopes  Internal punctuation: Parentheses  Skill Builders  Unbound Reports with Footnotes  Report with Numbered Items  Two-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 Exam  English Exam  Timing 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** | Introduction  Vista Files  Saving Files  Review Letter Keyboarding Technique  Review Letter Keyboarding Technique  Speed Building  Technique Check | Review Home Keys  Review All Letter Keys  Learn numbers | What are the correct fingers for each key?  What bad habits need to be broken to property keyboard? | Finger Placement Tests  Observation  Level Pretests |
| **2nd Month** | Master Letter Keyboarding Technique  Speed Building Rough – Draft Copy  Proofreading Marks  Language & Writing Skills  Learn top row Techniques  Learn top row Techniques  Skill Transfer Script and Rough Draft | Learn Tab Key  Paragraph Indention  Learn Proofreading Marks  Review Capitalization Rules  Script and Rough-Draft Copy  Proofreading Marks  Timed Writings  Review Pronoun agreements  Learn /, $, % 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 Tests  Observation  Timed-writings  English Review quizzes and tests |
| **3rd Month** | Speed Building  Language & Writing Skills  Master Alphanumeric Keyboarding Technique  Learn Top-Row Technique: Symbols  Master Alphanumeric Keyboarding Technique Learn Numeric Keypad Operation  Master Keyboarding Skills | Learn: #,&. (, and)  Learn “, “, \_, and \*.  Review Subject/Verb agreement  Skill Building  Review Terminal punctuation  Review Internal punctuation: Comma  Technique Mastery  Speed Building  Skill Transfer  Review 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-writing  English review quizzes.  Production evaluations |
| **4th Month** | Introduction to Word  Centering Documents  Formatting Memos  Formatting Business Letters  Language & Writing Skills | Word Features-Spell check-Grammar Check and other features.  Centering Lists, Announcements and Memos  Centering Projects  Review Internal punctuation: Apostrophe  Skill Building  Memo Format  Block Letters  Personal Business Letters  Envelopes  Internal 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 Reports  Format a Process Report  Formatting Tables | Skill Builders  Unbound Reports with Footnotes  Report with Numbered Items  Two-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 Exam  English Exam  Timing Exam |