

Calendar-Based Curriculum Map: Keyboarding

	August/September	October	November
Essential Question	<ul style="list-style-type: none"> Who needs Basic Computer Knowledge and Ethics? What are the Proper Keyboarding Techniques? 	<ul style="list-style-type: none"> What are the proper keyboarding techniques? What is file maintenance? How are proofreader's marks used? 	<ul style="list-style-type: none"> What are the proper keyboarding techniques? What are the methods for basic document formatting?
Content	<ul style="list-style-type: none"> Demonstrate the use of equipment components Demonstrate the use of the operating system Demonstrate file management Demonstrate correct keyboarding posture Demonstrate appropriate hand and arm position Apply ergonomic standards to keyboarding Apply touch alphabetic keyboarding skills 	<ul style="list-style-type: none"> Use Proper Keyboarding Techniques Students will demonstrate an acceptable level of keyboarding skill as Determined by Local Needs and Standards. What are the rules for keying numbers, capitalizations and word choice Students will demonstrate the ability to save and retrieve data 	<ul style="list-style-type: none"> Use Proper Keyboarding Techniques Students will demonstrate an acceptable level of keyboarding skill as Determined by Local Needs and Standards. Students will apply formatting skills What are the rules for keying numbers, capitalizations and word choice Students will demonstrate the ability to save and retrieve data

	August/September	October	November
Skills	<ul style="list-style-type: none"> • input, processing, and output devices • login, opening software applications, and shut down • formatting, copying, folder organization, and disk management 	<ul style="list-style-type: none"> • Apply touch numeric/symbolic keyboarding skills • Apply touch numeric keypad skills • Key at a predetermined level of accuracy • Key at a predetermined level of speed. • Proof their own work and mark it appropriately • Key work following numbering, capitalization, and word choice rules • Saving and retrieving files from individual folders 	<ul style="list-style-type: none"> • Apply touch numeric/symbolic keyboarding skills • Apply touch numeric keypad skills • Key at a predetermined level of accuracy • Key at a predetermined level of speed. • Proof their own work and mark it appropriately • Key work following numbering, capitalization, and word choice rules • Saving and retrieving files from individual folders • Students will use basic formatting features of Word
Assessments	<ul style="list-style-type: none"> • Classroom Observation while hands are covered 	<ul style="list-style-type: none"> • Classroom Observations • Spreadsheet of top Timings • Daily checking of proofed work • Test – Proofreader’s Marks • Keyed work where numbering, capitalization and word choice options are made • Student work can be located in their individual server files 	<ul style="list-style-type: none"> • Classroom Observations • Spreadsheet of top Timings • Daily checking of proofed work • Keyed work where numbering, capitalization and word choice options are made • Student work can be located in their individual server files • Formatted Keyed work • Testing over formatting, number, capitalization, and word choices
Activities/Resources	<ul style="list-style-type: none"> • Oral keying as a class • Oral New Reach Practice • MicroType Lessons 	<ul style="list-style-type: none"> • Oral Keying • Compose as you key classroom stories • MicroType Lessons • Timings via MicroType • Keyboarding & Information Processing Text 	<ul style="list-style-type: none"> • Compose as you key classroom stories • MicroType Lessons • Timings via MicroType • Keyboarding & Information Processing Text

Calendar-Based Curriculum Map: Keyboarding

	December	January	February
Essential Question	<ul style="list-style-type: none"> What is the proper technique for keying, numbers, symbols and the 10-key number pad? 	<ul style="list-style-type: none"> How are business letters formatted? How are envelopes formatted? What are the proper state abbreviations? 	<ul style="list-style-type: none"> How are tables created and formatted?
Content	<ul style="list-style-type: none"> Use Proper Keyboarding Techniques Students will demonstrate an acceptable level of keyboarding skill as Determined by Local Needs and Standards. Students will apply formatting skills What are the rules for keying numbers, capitalizations and word choice Students will format and produce Business Documents 	<ul style="list-style-type: none"> Apply touch numeric/symbolic keyboarding skills Apply touch numeric keypad skills Key at a predetermined level of accuracy Key at a predetermined level of speed. Use proofreaders marks Proofread copy Revise copy Demonstrate changes in line spacing Demonstrate changes in margins. Apply font changes Produce memoranda using various styles Produce mailable business letters using various styles. Address an envelope electronically. Use of appropriate state abbreviations 	<ul style="list-style-type: none"> Use Proper Keyboarding Techniques Students will demonstrate an acceptable level of keyboarding skill as Determined by Local Needs and Standards. Students will apply formatting skills Students will format and produce Business Documents

	December	January	February
Skills	<ul style="list-style-type: none"> Apply touch numeric/symbolic keyboarding skills Apply touch numeric keypad skills Key at a predetermined level of accuracy Key at a predetermined level of speed. Proof their own work and mark it appropriately Key work following numbering, capitalization, and word choice rules Key properly formatted memos in different forms 	<ul style="list-style-type: none"> Apply touch numeric/symbolic keyboarding skills Apply touch numeric keypad skills Key at a predetermined level of accuracy Key at a predetermined level of speed. Proof their own work and mark it appropriately Key letters in different forms properly Use appropriate state abbreviations in work 	<ul style="list-style-type: none"> Apply touch numeric/symbolic keyboarding skills Apply touch numeric keypad skills Key at a predetermined level of accuracy Key at a predetermined level of speed. Proof their own work and mark it appropriately Create and format tables in existing documents or as stand alones
Assessments	<ul style="list-style-type: none"> Classroom Observations Spreadsheet of top Timings Daily checking of proofed work Keyed work where numbering, capitalization and word choice options are made Keyed memos Testing over memos 	<ul style="list-style-type: none"> Classroom Observations Spreadsheet of top Timings Daily checking of proofed work Keyed letters Use of state abbreviations on work Testing over letters Testing over state abbreviations 	<ul style="list-style-type: none"> Classroom Observations Spreadsheet of top Timings Daily checking of proofed work Keyed formatted tables
Activities/Resources	<ul style="list-style-type: none"> MicroType Lessons Keyboarding & Information Processing Text Various handouts 	<ul style="list-style-type: none"> Compose as you key classroom stories Timings via MicroType Keyboarding & Information Processing Text Various handouts 	<ul style="list-style-type: none"> Keyboarding & Information Processing Text Various handouts

Calendar-Based Curriculum Map: Keyboarding

	March	April	May
Essential Question	<ul style="list-style-type: none"> How are unbound reports formatted? What is the correct way to key a reference or a bibliography page? 	<ul style="list-style-type: none"> How is a table of contents produced? What enhanced features can be added to documents? 	<ul style="list-style-type: none"> How will these document processing skills transfer to the workplace?
Content	<ul style="list-style-type: none"> Use Proper Keyboarding Techniques Students will demonstrate an acceptable level of keyboarding skill as Determined by Local Needs and Standards. Students will apply formatting skills Students will format and produce Business Documents 	<ul style="list-style-type: none"> Use Proper Keyboarding Techniques Students will demonstrate an acceptable level of keyboarding skill as Determined by Local Needs and Standards. Students will apply formatting skills Students will format and produce Business Documents 	<ul style="list-style-type: none"> Use Proper Keyboarding Techniques Students will demonstrate an acceptable level of keyboarding skill as Determined by Local Needs and Standards. Students will apply formatting skills Students will format and produce Business Documents
Skills	<ul style="list-style-type: none"> Apply touch numeric/symbolic keyboarding skills Apply touch numeric keypad skills Key at a predetermined level of accuracy Key at a predetermined level of speed. Proof their own work and mark it appropriately Key unbound report with correct formatting Key reference page with correct formatting Key bibliography with correct formatting 	<ul style="list-style-type: none"> Apply touch numeric/symbolic keyboarding skills Apply touch numeric keypad skills Key at a predetermined level of accuracy Key at a predetermined level of speed. Proof their own work and mark it appropriately Choosing, Setting, Editing and Formatting Tabs as appropriate 	<ul style="list-style-type: none"> Apply touch numeric/symbolic keyboarding skills Apply touch numeric keypad skills Key at a predetermined level of accuracy Key at a predetermined level of speed. Proof their own work and mark it appropriately Deciding which business document is needed to complete given jobs and formatting those appropriately
Assessments	<ul style="list-style-type: none"> Classroom Observations Spreadsheet of top Timings Daily checking of proofed work Keyed formatted unbound reports Keyed reference pages Keyed bibliography pages Testing over unbound report, reference and bibliography pages 	<ul style="list-style-type: none"> Classroom Observations Spreadsheet of top Timings Daily checking of proofed work Tabular work within documents as well as stand alone 	<ul style="list-style-type: none"> Classroom Observations Spreadsheet of top Timings Daily checking of proofed work Completing a comprehensive simulation within a designated time frame
Activities/Resources	<ul style="list-style-type: none"> Keyboarding & Information Processing Text Various handouts 	<ul style="list-style-type: none"> Keyboarding & Information Processing Text Various handouts 	<ul style="list-style-type: none"> Keyboarding & Information Processing Text Various handouts

