

## *Keyboarding Curriculum*

<i>Unit</i>	<i>Learning Objectives/ Performance Standards</i>	<i>Sample Activities</i>	<i>Assessment Strategies</i>	<i>Resources</i>
<b><u>Unit I:</u> Alphabetic Keyboarding</b>	<ol style="list-style-type: none"> <li>1. Students will learn the proper technique and the importance of using the touch method.</li> <li>2. Students will learn the proper reaches from the home row to all other alphabetic keys.</li> <li>3. Students will learn proper spacing rules.</li> </ol>	<ol style="list-style-type: none"> <li>1. Microtype Multimedia – Alphabetic Keyboard: Lessons 1-19 (graded using school wide rubric #5)</li> <li>2. Current Events</li> </ol>	<ul style="list-style-type: none"> <li>√ Technique grade sheet</li> <li>√ Quizzes – label keyboard, finger/key</li> <li>√ Speed Checks</li> <li>√ Classwork</li> <li>√ Current Events graded using school wide rubric</li> </ul>	<ul style="list-style-type: none"> <li>√ Microtype Multimedia</li> <li>√ Century 21 Keyboarding and Information Processing</li> </ul>
<b><u>Unit II:</u> Numeric Keyboarding</b>	<ol style="list-style-type: none"> <li>1. Students will learn the proper reaches from the home row to all numeric keys.</li> </ol>	<ol style="list-style-type: none"> <li>1. Microtype Multimedia – Numeric Keyboard: Lessons 1-16 (graded using school wide rubric #5)</li> </ol>	<ul style="list-style-type: none"> <li>√ Technique grade sheet</li> <li>√ Quizzes – label keyboard, finger/key</li> <li>√ Speed Checks</li> <li>Classwork</li> <li>√ Current Events graded using school wide rubric</li> </ul>	<ul style="list-style-type: none"> <li>√ Microtype Multimedia</li> <li>√ Century 21 Keyboarding and Information Processing</li> </ul>

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<b><u>Unit III: Skill Builder</u></b>	<ol style="list-style-type: none"> <li>1. Students will review the spacing rules.</li> <li>2. Students will increase speed, and technique.</li> </ol>	<ol style="list-style-type: none"> <li>1. Microtype Multimedia – Skill Builder: Lessons A – T (graded using school wide rubric #5)</li> </ol>	<ul style="list-style-type: none"> <li>√ Technique grade sheet</li> <li>√ Quizzes – label keyboard, finger/key</li> <li>√ Speed Checks</li> <li>√ Classwork</li> <li>√ Current Events graded using school wide rubric</li> </ul>	<ul style="list-style-type: none"> <li>√ Microtype Multimedia</li> <li>√ Century 21 Keyboarding and Information Processing</li> </ul>
<b><u>Unit IV: Numeric Keypad</u></b>	<ol style="list-style-type: none"> <li>1. Students will review the proper technique and the importance of using the touch method.</li> <li>2. Students will learn the proper reaches from the home row to all other numeric keys on the keypad.</li> </ol>	<ol style="list-style-type: none"> <li>1. Microtype Multimedia – Numeric Keypad: Lessons 1-4 (graded using school wide rubric #5)</li> </ol>	<ul style="list-style-type: none"> <li>√ Technique grade sheet</li> <li>√ Classwork</li> <li>√ Quizzes – label keyboard, finger/key</li> <li>√ Speed Checks</li> <li>√ Current Events graded using school wide rubric</li> </ul>	<ul style="list-style-type: none"> <li>√ Microtype Multimedia</li> <li>√ Century 21 Keyboarding and Information Processing</li> </ul>

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<b><u>Unit V:</u> Memorandums</b>	<ol style="list-style-type: none"> <li>1. Students will learn the proper format of standard and simplified memorandums.</li> <li>2. Students will learn how to setup a document in Microsoft Word, and will be able to bold, underline, italicize words</li> </ol>	<ol style="list-style-type: none"> <li>1. Textbook</li> <li>2. Create 3 standard memorandums (Final example graded using school wide rubric #5)</li> <li>3. Create 3 simplified memorandums (Final example graded using school wide rubric #5)</li> </ol>	<ul style="list-style-type: none"> <li>√ Speed Checks</li> <li>√ Classwork</li> <li>√ Memos created (test grade)</li> <li>√ Quizzes – simplified memo, standard memo</li> </ul>	<ul style="list-style-type: none"> <li>√ Century 21 Keyboarding and Information Processing</li> <li>√ Microsoft Word</li> </ul>
<b><u>Unit VI:</u> Letters</b>	<ol style="list-style-type: none"> <li>1. Students will learn the proper format of personal-business and business letters.</li> </ol>	<ol style="list-style-type: none"> <li>1. Textbook</li> <li>2. Create 3 personal business letters (Final example graded using school wide rubric #5)</li> <li>3. Create 3 business letters (Final example graded using school wide rubric #5)</li> </ol>	<ul style="list-style-type: none"> <li>√ Speed Checks</li> <li>√ Classwork</li> <li>√ Letters students created (test grade)</li> <li>√ Quizzes – personal business letter, business letter</li> </ul>	<ul style="list-style-type: none"> <li>√ Century 21 Keyboarding and Information Processing</li> <li>√ Microsoft Word</li> </ul>

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<b><u>Unit VII: Reports</u></b>	<ol style="list-style-type: none"> <li>1. Students will review the spacing rules.</li> <li>2. Students will learn the proper MLA format of reports.</li> <li>3. Students will learn how to format a reference page.</li> </ol>	<ol style="list-style-type: none"> <li>1. Textbook</li> <li>2. Create 1 report in MLA format. (Final example graded using school wide rubric #5)</li> </ol>	<ul style="list-style-type: none"> <li>√ Technique grade sheet</li> <li>√ Classwork</li> <li>√ Speed Checks</li> <li>√ Report (test grade)</li> </ul>	<ul style="list-style-type: none"> <li>√ Century 21 Keyboarding and Information Processing</li> <li>√ Microsoft Word</li> </ul>
<b><u>Unit VIII: Tables</u></b>	<ol style="list-style-type: none"> <li>1. Students will properly format tables.</li> </ol>	<ol style="list-style-type: none"> <li>1. Textbook</li> <li>2. Create 1 table. (Final example graded using school wide rubric #5)</li> </ol>	<ul style="list-style-type: none"> <li>√ Technique grade sheet</li> <li>√ Classwork</li> <li>√ Speed Checks</li> <li>√ Table (test grade)</li> </ul>	<ul style="list-style-type: none"> <li>√ Century 21 Keyboarding and Information Processing</li> <li>√ Microsoft Word</li> </ul>