

KEYBOARDING PACING GUIDE

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WEEK	PROJECTS/LESSONS	VOCAB/CONCEPTS	ASSESSMENT	OBJECTIVES
1	<ul style="list-style-type: none"> • Class Intro/Syllabus • Computer Vocabulary • Internet and WWW • The Role of the Computer • Hardware and Software • How Computers Work • Ethical Perspective • Type to Learn Lessons 1-3 	Keyboarding Computer terminology Hardware/Software Lesson 1: F and J Lesson 2: R and U Lesson 3: G and H Drills	Self-critique Instructor check of keyboarding knowledge (Placement test)	<ul style="list-style-type: none"> • Students will have knowledge of common computer terms • Students will demonstrate how computers work • Students will understand the roles of hardware and software • Students will apply ethical principles in the classroom • Students will use correct fingers to type keys learned in Lessons 1-4 • Students will demonstrate correct placement of fingers on home row keys
2	<ul style="list-style-type: none"> • Type to Learn Lessons 4-8 • Ethical Perspective 	Home Row key position Enter/Spacing Lesson 4: D and K Lesson 5: E and I Lesson 6: B and N Lesson 7: T and Y Lesson 8: S and L Drills	Instructor check for proper keyboarding techniques	<ul style="list-style-type: none"> • Students will use the correct fingers to type keys learned from Lessons 1-8 • Students will apply ethical principles in the classroom
3	<ul style="list-style-type: none"> • Keyboarding Lessons 9-12 • Ethical Perspective 	Lesson 9: W and O Lesson 10: A and . Lesson 11: C and ' Lesson 12: P and Q Drills Review	Instructor check for proper keyboarding techniques Quiz over Lessons 1-12	<ul style="list-style-type: none"> • Students will use the correct fingers to type keys learned in lessons 1-12 • Students will type a review indicating proper use of fingers on keys learned to date • Students will complete a quiz over Lessons 1-12 with a grade of "B" or better before moving on

				<ul style="list-style-type: none"> Students will apply ethical principles in the classroom
4	<ul style="list-style-type: none"> Type to Learn Lessons 13-17 	Lesson 13: V and M Lesson 14: Z and X Lesson 15: ! ? , ; Lesson 16: " " - Lesson 17: 4 7 Drills	Instructor check for proper keyboarding techniques	<ul style="list-style-type: none"> Students will use the correct fingers to type keys from Lessons 1-17 Students will apply ethical principles in the classroom
5	<ul style="list-style-type: none"> Type to Learn Lessons 18-22 Ethical Perspective 	Lesson 18: 5 6 Lesson 19: 3 8 Lesson 20: 2 9 Lesson 21: 1 0 Lesson 22: : () Drills	Instructor check for proper keyboarding techniques	<ul style="list-style-type: none"> Students will use the correct fingers to type keys from Lessons 18-22 Students will apply ethical principles in the classroom
6	<ul style="list-style-type: none"> Type to Learn Lessons 23-25 Word 2007: Shelly Cashman Series Block style letter formats, personal letters, keyboarding for speed and accuracy Ethical Perspective 	Lesson 23: % \$ Lesson 24: [] / Lesson 25: _ @ Block style letters Personal block letters Timed writings/drills	Instructor check for proper keyboarding techniques Final exam on keyboarding Letter rubric	<ul style="list-style-type: none"> Students will use the correct fingers to type keys from Lessons 23-25 Students will print "Certificate of Completion" from Type to Learn program Students will complete a final exam on keyboarding with a grade of "B" or better before proceeding Students will type and proofread block-style letters according to rubric standards Students will type and proofread personal block style letters according to rubric standards Students will take timed writings with a goal of 25 wpm Students will apply ethical principles in the classroom

7	<ul style="list-style-type: none"> • Word 2007: Shelly Cashman Series • Personal block and modified block letters, keyboarding for accuracy • Ethical Perspective 	Personal block style letters Modified block style letters Timed writings/drills	Letter rubric Timed writing accuracy check	<ul style="list-style-type: none"> • Students will type and proofread personal block-style letters • Students will type and proofread modified block letters • Students will improve timed writing accuracy • Goal: No more than 3 errors per minute • Students will apply ethical principles in the classroom
8	<ul style="list-style-type: none"> • Word 2007: Shelly Cashman Series • Block style, personal block, and modified block style letters • Keyboarding for speed • Ethical Perspective 	Block style letters Personal block style letters Modified block style letters Timed writings/drills	Letter style/formatting exam based on rubrics Final timed writing assessment	<ul style="list-style-type: none"> • Students will type and proofread block, modified block, and personal block style letters to rubric standards • Students will improve timed writing speed by 1 wpm • Students will complete their final timed writings for speed and/or accuracy improvement with a final goal of 35 wpm • Students will apply ethical principles in the classroom
9	<ul style="list-style-type: none"> • Career Cruising and structured autobiography • Ethical Perspective 	Career Cruising Structured autobiography	Self critique on career cruising Structured autobiography according to rubric	<ul style="list-style-type: none"> • Students will do a career search and interest inventory on career cruising • Students will complete a structured autobiography as a pre-resume activity • Students will apply ethical principles in the classroom
10/11	<ul style="list-style-type: none"> • Resume and cover letter • Application form • Job shadowing experience – Date dependent upon administration approval 	Resume Cover Letter Application form Job shadow	Resume graded according to rubric Cover letter graded	<ul style="list-style-type: none"> • Students will type a resume according to rubric standards • Students will type a cover letter according to rubric

			<p>according to rubric</p> <p>Application form graded according to completeness, spelling, and mechanics.</p> <p>Job shadow to include follow-up report</p>	<p>standards</p> <ul style="list-style-type: none"> • Students will complete an application form according to industry standards • Students will submit all preliminary job shadow papers including parental permission • Job shadow follow-up report to be submitted by the end of Week 11 (Exact date will be provided) • Students will apply ethical principles in the classroom
12	<ul style="list-style-type: none"> • Review for final and complete final exam 	<p>Final exam review</p> <p>Final Exam</p>	<p>Final exam graded according to rubric</p>	<ul style="list-style-type: none"> • Students will complete a review for final exam • Students will complete the final exam • Students will apply ethical principles in the classroom