

Keyboarding - 8

	1	2	3
C O N T E N T	Introduction of Computers	Learning Home Keys (FDSA JKL;)	Learning Alpha-Numeric Keys/Symbols (Two new keys introduced each time)
S K I L L S	Students should be able to: <ul style="list-style-type: none"> • Properly arrange the work area. • Properly care for the equipment. • Apply and understand technical words that pertain to keyboarding functions. • Demonstrate proper keyboarding posture while keying. 	Students should be able to: <ul style="list-style-type: none"> • Learn control of home keys. • Learn control of Space Bar and Return/Enter. 	Students should be able to: <ul style="list-style-type: none"> • Learn reach technique for each alpha-numeric key. • Combine smoothly all alpha-numeric keys with home keys.
A S S E S S M E N T	Teacher observation Technique skills test Completion of daily assignments	Teacher observation Technique skills test Completion of daily assignments	Teacher observation Technique skills test Completion of daily assignments
C O R R E L A T I O N S	1.1 1.2 1.3 1.4 1.5	1.7 1.2	1.8 1.9 1.10

	4	5	6
C O N T E N T	Learning Basic Service Keys	Improving Keyboarding Speed and Accuracy	Mastering Keyboarding Skills and Improving Language Skills
S K I L L S	Students should be able to: <ul style="list-style-type: none"> Learn reach technique for Left Shift, Period (.), Right Shift, Comma (,), Colon (:), Caps Lock, Question Mark (?), Tab key. Apply correct punctuation and spacing while keying. 	Students should be able to: <ul style="list-style-type: none"> Compute gross words a minute (GWAM). Demonstrate knowledge of proofreader's marks. 	Students should be able to: <ul style="list-style-type: none"> Compose at the keyboard. Learn proper response patterns to gain speed. Learn to capitalize appropriate words in sentences. Build skill on straight copy and script copy.
A S S E S S M E N T	Teacher observation Technique skills test Completion of daily assignments	Teacher observation Printed timed writings	Teacher observation Printed timed writings Printed assignments
C O R R E L A T I O N S	1.9 1.10	1.11 1.12	2.3 2.4 2.5

	7	8	9
C O N T E N T			
S K I L L S			
A S S E S S M E N T			
C O R R E L A T I O N S			

	10	11	12
C O N T E N T			
S K I L L S			
A S S E S S M E N T			
C O R R E L A T I O N S			