

Instructor: Kim Jones
Course/Area: Keyboarding/GRHS Business & Technology Department **Grade:**

Content/Topics	Standard	Skills/Benchmarks	Assessment/Products	Time
Alphabetic Keyboarding Techniques	Students will be able to demonstrate which fingers control each letter on the keyboard	<ul style="list-style-type: none"> •Learn to operate letter keys and punctuation by touch •Learn to operate basic service keys such as the space bar, shift keys, enter, shift lock, and tab key •To build correct technique •To build up speed 	<ul style="list-style-type: none"> •Keying the lines from the lessons •Keying review lessons •Starting a journal--ongoing after all letters are learned 	3 weeks
Centering Techniques	Students will be able to type jobs that will be centered horizontally and vertically	<ul style="list-style-type: none"> •Learn where the justification feature is for centering horizontally •Learn where the feature is to center a job vertically on a page •Subdivide a page so the job is on a 1/2 sheet •Learn how to spread center lines 	<ul style="list-style-type: none"> •Short announcements •Continue Journaling as warmup each day 	3 days
Numeric Keyboarding Techniques	Students will be able to demonstrate which fingers control each number on the keyboard and on the number pad	<ul style="list-style-type: none"> •Learn the reaches UP from home row to key each of the numbers •Learn the home row of the number pad--4 5 6 •Learn the reaches up--7 8 9 •Learn the reaches down--1 2 3 •Learn the 0 and decimal 	<ul style="list-style-type: none"> •Keying the lines from the lessons •Keying numbered lists •Keying the number pad exercise •Continue Journaling as warmup each day 	2 weeks
Symbol Keyboarding Technique	Students will be able to demonstrate which fingers control each symbol and the correct way to use them in sentence structure	<ul style="list-style-type: none"> •Learn what each symbol means, where it is on the keyboard, and how to space correctly when using the symbol. 	<ul style="list-style-type: none"> •Keying lines from the lessons •Continue Journaling as warmup each day 	1 week
Document formatting	Students will be able to demonstrate keyboarding accuracy and competency in completing documents	<ul style="list-style-type: none"> •Learn to format personal notes •Learn to format simplified memos •Learn to format numbered lists with centered headings •Learn to format business letters printed on letterhead •Learn to format personal business letters •Learn to format business envelopes •Learn to format reports •Learn to format cover sheets for reports •Learn to format a works cited page for reports •Learn to format tables 	<ul style="list-style-type: none"> •Many jobs from each category •Continue Journaling as warmup each day 	12 weeks