

Curriculum Map - Keyboarding-Common

High School (Half-year course)

| Month | Content | Skills | Assessment |
|-----------|---|---|--|
| September | <ul style="list-style-type: none"> • Proper technique <p><u>Essential Question</u> Why is technique important?</p> <ul style="list-style-type: none"> • Keying alphabet • Document format • Spacing <p><u>Essential Question</u> Why do different punctuation marks have different spacing?</p> | <ul style="list-style-type: none"> • Demonstrate the proper technique to key. • Use proper fingers to key data. • Set margins & spacing. • Insert footer. • Recognize different punctuation & space accordingly. | <ul style="list-style-type: none"> • Observation of technique • Observation • Test • Lesson hard copy • Hard copy of sentences |
| October | <ul style="list-style-type: none"> • Key numbers & special keys • Speed • Capitalization rules • Number expression rules <p><u>Essential Question</u> Why do rules need to be enforced?</p> | <ul style="list-style-type: none"> • Demonstrate the correct technique in striking these keys. • Key prepared information with less than 2 errors for 1 minute. • Recognize the different rules for capitalizing words. • Apply the rules. • Recognize the different rules for spelling numbers. • Apply the rules. | <ul style="list-style-type: none"> • Observation • Hard copy of timed writings • Graded sentence assignments • Graded sentence assignments |

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