

Curriculum Map - Keyboarding-Common

High School (Half-year course)

Month	Content	Skills	Assessment
September	• Proper technique <u>Essential Question</u> Why is technique important? • Keying alphabet • Document format • Spacing <u>Essential Question</u> Why do different punctuation marks have different spacing?	• Demonstrate the proper technique to key. • Use proper fingers to key data. • Set margins & spacing. • Insert footer. • Recognize different punctuation & space accordingly.	• Observation of technique • Observation • Test • Lesson hard copy • Hard copy of sentences
October	• Key numbers & special keys • Speed • Capitalization rules • Number expression rules <u>Essential Question</u> Why do rules need to be enforced?	• 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.	• Observation • Hard copy of timed writings • Graded sentence assignments • Graded sentence assignments

Keyboarding Curriculum Map

Great Minds



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