

**CURRICULUM MAP
KEYBOARDING**

Week 1-2	Weeks 3-4	Weeks 5-6	Weeks 7-10	Weeks 11-13	Weeks 14-18
<p>Develop touch keyboarding skill.</p> <p>Learn proper keyboarding position.</p> <p>Touch type letter, number and punctuation keys.</p> <p>Learn to key sentences and paragraphs with good technique and speed.</p> <p>Credit – 0.5 Prerequisites – None Single-blocked One Semester</p>	<p>Develop touch keyboarding skill.</p> <p>Learn proper keyboarding position.</p> <p>Touch type letter, number and punctuation keys.</p> <p>Learn to key sentences and paragraphs with good technique and speed.</p>	<p>Develop skill in use of proofreader marks.</p> <p>Develop skill in language usage skills.</p> <p><u>Incorporates:</u> Language Arts Writing Processes 9-10 Use available technology to compose text. Writing Conventions Grades 9-10 1. Use correct spelling conventions. 2. Use correct capitalization and punctuation.</p> <p>Develop speed and accuracy techniques.</p>	<p>Enter and manipulate numeric data using the touch method on a 10-key keypad.</p> <p>Learn and practice *centering *bolding *underlining *grammar/ *spellcheck</p> <p>Practice editing techniques.</p> <p><u>Incorporates:</u> Language Arts Writing Processes 9-15. Proofread writing, edit to improve conventions (e.g., grammar, spelling, punctuation and capitalization). Grade 10. Proofread for clarity, consistency, organization and conventions.</p> <p>Continue speed and accuracy drills.</p>	<p>Format business and personal letters, envelopes, and memos.</p> <p><u>Incorporates:</u> Language Arts Writing Applications 9-3. Write business letters, letters to the editor and job applications. 9-6. Produce informal writings (e.g., journals, notes and poems) for various purposes.</p> <p>Learn to format tables with horizontal and vertical placement.</p> <p>Continue speed and accuracy drills.</p>	<p>Format unbound and leftbound reports.</p> <p>Format reference lists.</p> <p>Format title pages.</p> <p>Continue speed and accuracy drills.</p> <p>11/07/05</p>