

Curriculum Mapping

School Illini Bluffs High School

School Year 2009-2010

Course Keyboarding

Grade Level 10,11,12

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Month	ILS	Content	Skills	Assessments	Resources
August	1A. 5a 1B. 5a 4A. 4b 4A. 4c 3A. 4	<ul style="list-style-type: none"> • Keyboarding Terminology • Repetitive Stress Injury and Carpal Tunnel Syndrome • Finger Exercises • Keying Positions • Work Area Arrangement • Begin Unit 1 <ul style="list-style-type: none"> ○ Learn Letter-Key Operation ○ Calculate GWAM 	<ul style="list-style-type: none"> • Identify keyboarding/computer terminology • Compare computers and typewriters. • Identify Carpal Tunnel Syndrome symptoms. • Apply proper key techniques while typing. • Memorize keyboard layout 	<ul style="list-style-type: none"> ○ Worksheets ○ Typing exercises/assignments 	<ul style="list-style-type: none"> ○ Typing textbook ○ Micro Pace Pro software ○ Microsoft Word software
September	4A. 4b 6B. 3a 6B. 4 3A. 4	<ul style="list-style-type: none"> ○ Block and Indented Paragraphs ○ Punctuation and spacing • Timings at 2 min. • Unit 2 <ul style="list-style-type: none"> ○ Capitalization Rules ○ Proofreader's Marks ○ Proofreading and Language Skills • Centering Formatting <ul style="list-style-type: none"> ○ Book Applications • 	<ul style="list-style-type: none"> • Apply keyboarding techniques while Typing • Demonstrate proper key techniques • Apply basic math skills to figure gross words a minute. • Format block paragraph appropriately ▪ Apply Centering Techniques • Apply Listening Skills to complex directions • Apply note taking skills 	<ul style="list-style-type: none"> ○ Worksheets ○ Unit 1Test ○ Typing exercises/assignments 	<ul style="list-style-type: none"> ○ Typing textbook ○ Microsoft Word software ○ Micro Pace Pro software

Month	ILS	Content	Skills	Assessments	Resources
October	3B. 4c 3A. 4 3A. 4 3B. 4b	<ul style="list-style-type: none"> • Unit 3 <ul style="list-style-type: none"> ○ Number Expression Rules • Memo Formatting <ul style="list-style-type: none"> ○ Notes • Simplified and Standard Memos <ul style="list-style-type: none"> ○ Book Applications • Unit 4 <ul style="list-style-type: none"> ○ Word Processing Features <ul style="list-style-type: none"> ▪ Insert and Typeover Mode • Timings at 2 & 3 min. 	<ul style="list-style-type: none"> • Apply keyboarding techniques while Typing • Demonstrate proper key techniques • Apply Language Skills and Rules • Proofread and correct Listen Carefully to Directions • Apply Listening Skills to complex directions • Apply note taking skills • Demonstrate proper memo formatting 	<ul style="list-style-type: none"> ○ Worksheets ○ Centering/ Memo Test ○ Typing exercises/assignments 	<ul style="list-style-type: none"> ○ Typing textbook ○ Microsoft Word software ○ Micro Pace Pro software
November	4A. 4c 3A. 4 3B. 4b 5A. 4a 5A. 4b 5C. 4a	<ul style="list-style-type: none"> • Business Letter Formatting <ul style="list-style-type: none"> ○ Notes <ul style="list-style-type: none"> ▪ Block Letter Format ▪ Modified Block vs. Simplified Block Letter Format ▪ Distribution List ▪ Envelopes ○ Book Applications ▪ Report Formatting <ul style="list-style-type: none"> ○ Notes ○ Bound vs. Unbound 	<ul style="list-style-type: none"> • Apply keyboarding techniques while Typing • Demonstrate proper key techniques • Listen Carefully to Directions • Demonstrate proper business letter formatting • Apply proofreading skills. 	<ul style="list-style-type: none"> ○ Worksheets ○ Letter Test ○ Typing exercises/assignments 	<ul style="list-style-type: none"> ○ Typing textbook ○ Microsoft Word software ○ Micro Pace Pro software
December	3A. 4 4A. 4b	<ul style="list-style-type: none"> • Continue Reports <ul style="list-style-type: none"> ○ MLA style outline ○ MLA style report 	<ul style="list-style-type: none"> • Apply keyboarding techniques while Typing • Demonstrate proper key techniques 	<ul style="list-style-type: none"> ○ Typing exercises/assignments ○ Report Test 	<ul style="list-style-type: none"> ○ Typing textbook ○ Microsoft Word

Month	ILS	Content	Skills	Assessments	Resources
	4A. 4c 5A. 4a 5A. 4b 5C. 4a	<ul style="list-style-type: none"> • Timings at 5 min 	<ul style="list-style-type: none"> • Listen Carefully to Directions • Follow complex directions • Demonstrate MLA style in report formatting utilized also in English. • Apply proofreading skills. 		software <ul style="list-style-type: none"> ○ Micro Pace Pro software
January					
February					
March					
April					
May					