Conneaut School District – Business Education Curriculum Map

Keyboarding 2   Grades 10-12   Elective
90 minutes/18 weeks or 45 minutes/year

*Pennsylvania does not have Business Ed. Standards at this time. See attachment for NBEA stand.

Time-Line	CONTENT	STANDARDS	SKILLS	ASSESSMENT
1 wk	**REVIEW/BUILD KEYBOARDING SKILL** • Micro Type Pro	Science & Technology 3.7	• Improve keying techniques • Improve keying speed and control • Proofreading Skills	• Observation – correct fingering • Observation – posture • Printed document for accuracy
1 wk	**IMPROVE TABLE FORMATTING SKILLS** • Lessons 66-71	Science & Technology 3.7	• Review/Learn Table Format Features • To improve language skills • Use decision-making skills to organize information in a table	• Process Documents/Tables
1 wk	**ENHANCE ELECTRONIC PRESENTATION SKILLS** • Lessons 72-75	Science & Technology 3.7	• Using Enhancements in a Presentation • Delivering a Presentation	• Create Presentation(s) using special enhancements
2 wks	**CYCLE 2 REVIEW AND ASSESEMENT**	Science & Technology 3.7	• To review document processing, computer application, and straight-copy skills	• Process Documents • Assessment of Documents Processed
1.5 wks	**HP J COMMUNICATION SPECIALISTS: A WORKPLACE SIMULATION** • Lessons 76-80	Science & Technology 3.7	• To use decision-making skills to process documents • To improve student's ability to read and follow directions • Apply concepts/formats learned	• Process Documents for Assessment

Time	Unit	Standard	Objectives/Content	Assessment
1.5 wks	**ENHANCE CORRESPONDENCE SKILLS** • Lessons 81-85	Science & Technology 3.7	• Learn Modified-Block Letter Format • Mailing and Addressee Notations • Attention Line • Subject Line • Bulleted or Numbered Items • Tables in Letters/Memos • Postscript • Second-page Heading	• Process Documents
1 wk	**LEARN MLA FORMAT AND REVIEW REPORTS** • Lessons 86-89	Science & Technology 3.7	• MLA Format • Margins and Line Spacing • Header and Page Number • Report Identification • Report Title • Indentations and Long Quotes • Outline • Title Page	• Process Documents
1 wk	**LEARN SPECIAL DOCUMENTS AND TEMPLATES** • Lessons 90-92	Science & Technology 3.7	• Agenda • Meeting Minutes • News Release • Itinerary • Templates	• Process Documents
1.5 wks	**LEARN SPREADSHEET ESSENTIALS** • Lessons 93-98 **BUILD KEYBOARDING SKILL** • Lessons 99-100	Science & Technology 3.7	• Learn/Review how to enter data, move around in a worksheet, and print a worksheet • Improve keyboarding techniques and language skills • Improve straight-copy speed and control	• Format and Process worksheets • Time Writing(s)
1.5 wks	**LEARN DESKTOP PUBLISHING SKILLS** • Lessons 101-103	Science & Technology 3.7	• Prepare documents using shapes, WordArt, clip art, and text box features	• Assessment of Documents

Time	Unit	Standard	Objectives	Assessment
1.5 wks	**DEVELOP DATABASE SKILLS** • Lessons 104-111	Science & Technology 3.7	• Develop database skills • Create, add records, and print • Create a table in a database • Add fields to a database • Edit records in a database table	• Create database records • Update database • Print database files • Assessment of database exercises
1.5 wks	**CYCLE 3 – REVIEW AND ASSESSMENT**	Science & Technology 3.7	• Document processing • Computer application • Straight-copy skills	• Process review documents • Complete assessment documents and submit for assessment
1 wk	**INTEGRATED WORKPLACE SIMULATION, TSEA: A SCIENCE CONFERENCE** • Lessons 112-116	Science & Technology 3.7	• Process Memos, Letters, Tables, Worksheets, and Reports	• Process documents • Proof and submit for assessment
1 wk	**FINAL EXAM & WRAP UP**		• Wrap up semester • Assess concepts/terms learned	• Final Exam (required by district)