

MS Keyboarding 40 minutes per day for 9 weeks

(Elective based on staff ability)

Time-Line	CONTENT	STANDARDS	SKILLS	ASSESSMENT
4 wks	PREPARATION FOR WORD PROCESSING <ul style="list-style-type: none"> Letter-Key Technique 	Science and Technology 3.7	<ul style="list-style-type: none"> Technique and Posture Alphabet Keys Shift Keys, Period Comma, Colon Caps Lock, Question Mark Backspace and Tab Accuracy 	<ul style="list-style-type: none"> Observation - correct fingering Observation - posture Printed document for accuracy
2 wks	NUMERIC KEYBOARDING <ul style="list-style-type: none"> Number Keys/Symbols 	Science and Technology 3.7	<ul style="list-style-type: none"> Numbers Symbols Accuracy 	<ul style="list-style-type: none"> Observation – correct fingering Observation – posture Printed document for accuracy
3 wks	DOCUMENT PROCESSING (IF TIME PERMITS) <ul style="list-style-type: none"> MLA REPORTS PERSONAL LETTERS BUSINESS LETTERS 	Science and Technology 3.7	<ul style="list-style-type: none"> Change Margins Change Spacing Types of Alignment Proofreading MLA Report Personal-Business Letter Business Letter 	<ul style="list-style-type: none"> Observation – correct fingering Observation – posture Printed documents – MLA report(s) Printed documents – Personal-Business letter(s) Printed documents – Business Letter(s)