Conneaut School District – Business Education Curriculum Map
Keyboarding I   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
2 wks	**REVIEW LETTER KEYS** • Lessons 1-8 **BUILD KEYBOARDING SKILL** • Lessons 9-12	Science & Technology 3.7	• Use of correct fingering/keystroking • Use of correct posture • Setting up the workspace area • Use of correct fingering/keystroking • Use of correct posture • Setting up the workspace area	• Observation – correct fingering • Observation – posture • Printed documents for accuracy
1 wk	**LEARN/REVIEW FIGURE-KEY TECHNIQUE** • Lessons 13-14 **BUILD KEYBOARDING SKILL** • Lessons 15-16 **USING HELP** • Lessons 17-18	Science & Technology 3.7	• Use of correct fingering/keystroking • Use of correct posture • Setting up the workspace area • Proper reach strokes for numbers • To gain an overview of software Help features • To learn to use software Help features • To learn to use the pop-up description feature.	• Observation – correct fingering • Observation – posture • Printed document for accuracy • Answer the questions at the end of each Help lesson
1 wk	**LEARN/REVIEW SYMBOL-KEY TECHNIQUES** • Lessons 19-21 **BUILD KEYBOARDING SKILL** • Lessons 22-23	Science & Technology 3.7	• To get acquainted/reacquainted with the key locations and the proper finger to use for symbols • To reinforce technique, posture, and keystroking • Work on speed/accuracy	• Observation of the correct reaches for the symbols • Observation • Time Writing(s)
1.5 wks	**LEARN TO FORMAT MEMOS AND PERSONAL-BUSINESS LETTERS** • Lessons 24-28	Science & Technology 3.7	• Learn memo format using Guide Words • Use of correct margins for memos • Learn Personal-Business Letter, Block style format • Format envelopes using the Envelope feature	• Format documents ie. Memos and personal-business letters, and envelopes

Time	Unit / Lessons	Standard	Topics	Objectives
1 wk	**LEARN TO FORMAT E-MAILS AND USE PERSONAL INFORMATION MANAGEMENT FEATURES** • Lessons 29-30	Science & Technology 3.7	• E-mail format guides • Attachments in E-mail • Calendar and Contact feature within E-mail • Learn to format e-mail messages	• Format e-mail messages • Use the Calendar and Notes feature
1 wk	**LEARN TO FORMAT UNBOUND REPORTS** • Lessons 31-34	Science & Technology 3.7	• Format Guide for Unbound Reports • Insertion of Page Numbers, Titles, and Headings • Textual Citations • Reference Lists	• Process Unbound Reports • Process a Poem
1 wk	**LEARN TO FORMAT TABLES** • Lessons 35-38	Science & Technology 3.7	• Format Guides for Tables • Table Format Features • Table Layout and Design	• Process tables
1.5 wk	**LEARN ELECTRONIC PRESENTATION BASICS** • Lessons 39-45	Science & Technology 3.7	• Electronic Presentation • Design Theme • Slide Layout • View Options available with the software • Create and Design Text Slides • How to insert, position, and size graphic images, photos, lines, and shapes	• Create diagrams • Create tables to enhance a presentation • Create graphs and charts •
1.5 wks	**CYCLE 1 REVIEW AND ASSESSMENT** • Covers Lessons 1-45	Science & Technology 3.7	• Review Memo, Letter, E-mail, Unbound Report w/references, Tables, Electronic Presentations formats	• Assessment of Documents
1 wk	**BUILD KEYBOARDING SKILL** • Lessons 46-48	Science & Technology 3.7	• Improve keying techniques • Improve keying speed and control	• Time writing(s)

Time	Unit	Standard	Content	Assessment
1 wk	**IMPROVE MEMO AND LETTER FORMATTING SKILLS** • Lessons 49-54	Science & Technology 3.7	• Special Features for Memos and Letters • Improve Memo Formatting Skills • Review Personal-Business Letter Format • Format Business Letters • Format Business Letters with Special Parts	• Process documents
1 wk	**ENHANCE E-MAIL AND PERSONAL INFORMATION MANAGEMENT SKILLS** Lessons 55-57	Science & Technology 3.7	• Special E-mail Features • E-mail Distribution List	• Process documents
1 wk	**IMPROVE REPORT FORMATTING SKILLS** • Lessons 58-63	Science & Technology 3.7	• Review Report Format – Margins, Spacing, etc. • Prepare Cover/Title Page • Format Long Quotes and Enumerated Items • Prepare Table of Contents • Review/Learn Types of Documentation	• Process Documents
1.5	**BUILD KEYBOARDING SKILL AND DOCUMENT REVIEW** • Lessons 64-65 • Supplemental Documents	Science & Technology 3.7	• Improve keying techniques, speed, and control • Process documents covered: Memos, Letters, Reports, Tables, E-mail, etc.	• Process Documents provided • Proofread and Assess
1 wk	**FINAL EXAM & WRAP UP**	Science & Technology 3.7	• Wrap up semester • Assess concepts/terms learned	• Final Exam (required by district)