

Mt. Zion High School Curriculum Map

Name: Andrew Brown

Department: Business

Subject: Keyboarding

Quarter	Essential Skills	Strategies and Activities	CC Standards	Assessments
1	<p>1. Students will Identify basic computer terminology and concepts relating to microcomputers.</p> <p>2. Students will review and improve technique on individual letters; to improve keying speed on 1-minute and 2-minute writings.</p> <p>3. Students will produce word processing documents with Microsoft Word 2019 using basic word processing features.</p> <p>4. Students will recognize punctuation, language structure, and spelling errors, and edit document according to appropriate standards. Using proofreading marks.</p>	<p>1a. Students will learn and understand the basic computer concepts. (Computer Concepts and Know Your PC handouts)</p> <p>1b. Students will learn and demonstrate the “Things Required for Good Typing Technique” .(handout)</p> <p>1c. Students will learn and use the Word Window. (handout)</p> <p>1d. Students will learn and understand Glossary terms associated with Keyboarding. (handout & crossword) General Information Handout</p> <p>2a & 3a. Students will review and improve technique no individual letters, numbers and symbols typing Lessons 1-23.</p> <p>2b. Students will Build speed and accuracy using the numeric keypad by touch.</p> <p>3b. Students will learn and use the spacing cues for typing documents.</p> <p>4a. Students will be able to identify and use Proofreader’s Marks, to edit and correct documents. (Handouts and Proofreading sheets: columns, sentences, and paragraphs)</p> <p>4b. Students will identify and use proofreading marks</p> <p>4c. Student will proofread, recognize, and correct capitalization.</p>	<p>1. 9-10.RST.3 9-10.RST.4 9-10.RST.5</p> <p>2. 9-10.RST.3 9-10.RST.4 9-10.RST.5</p> <p>3. 9-10.RST.3 9-10.RST.4 9-10.RST.5</p> <p>4a. 4b.9.L.1 9-10.L.2 9-10.L.2a 9-10.L.2b 9-10.L.2c</p>	<p>1a. & 1b Computer Concepts Quiz Know Your PC Quiz</p> <p>1c. Word Window Quiz</p> <p>1d. Glossary Quiz</p> <p>2a & 3a. Timed Writings 1st Quarter 35gwam 2nd Quarter 45 gwam 2b. Numeric Keypad exercises Microtype 4 Numeric Keypad</p> <p>3a. & 3b. Spacing Cues Quiz</p> <p>4a. 4b. Proofreader’s Marks Quiz Proofreader’s Hands On Quiz 4c. Capitalization Worksheets 4d. Number Expression Worksheets</p>

	<p>5. Students will learn to format interoffice memos and E-mails to process memos from arranged and semi-arranged copy.</p> <p>6. Students will learn to format and type personal-business letters in block format and open punctuation.</p>	<p>4d. Students will learn and demonstrate the appropriate way to type and write numbers.</p> <p>5a. Students will learn to format a Standard Memo from arranged and semi-arranged copy. (Handouts)</p> <p>5b. Students will learn to format and type a Simplified Memo from arranged and semi-arranged copy.</p> <p>5c. Students will learn to create, format, and send E-mails.</p> <p>6a. Students will learn to format and type a Personal Business letter with block format.</p> <p>6b. Students will learn and demonstrate open punctuation.</p>	<p>5a & 5b. 9-10.L.2c 9-10.RST.4 9-10.RST.3 9-10.L.2 3.C.4a</p> <p>6a. 9-10.L.2c 9-10.RST.4 9-10.RST.3 9-10.L.2 3.C.4a</p>	<p>4c. & 4d. Capitalization/Number Expression Quiz & Hands On Quiz</p> <p>5a & 5b. Type Memos from book 24B1, 24B2, 24B3, 25B1, 25B2, 25B3, & 49B1</p> <p>5a. Memo Quiz 5a & 5b. Memo Hands On Quiz 5c. Emails pg 80 Email Worksheet Email handouts</p> <p>6a & 6b. Type Personal Business Letters 26B1, 26B2, 26B3, 27B1, 27B2, 27B3, 28B1, 28B2, & 28B3</p> <p>6a. & 6b Personal Business Letter Quiz</p>
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Quarter	Essential Skills	Strategies and Activities	CC Standards	Assessments
2	<p>6. Students will learn to format and type business letters in block format, modified block, and modified semi block with mixed or open punctuation.</p> <p>7. Students will learn to type and format a two-page unbound report (MLA) in proper format; to format textual citations and the reference page in a report.</p> <p>8. Students will learn to type a longer APA report in proper format; to format footnotes, textual citations, and the reference page in the report.</p>	<p>3b. & 6a. Students will create a Letterhead using Word.</p> <p>6b. Students will learn to format and type a Block Business Letter with open and mixed punctuation. (Handout)</p> <p>6c. Students will learn to format and type a Modified Block Business Letter with open and mixed punctuation. (Handout)</p> <p>6d. Students will learn to format and type a Modified Semi Block letter with open and mixed punctuation. (handout)</p> <p>7a. Students will type and format 3 reports in MLA style (Unbound) with textual citations and a Works Cited page with a hanging indent.</p> <p>8a. Students will type and format reports in APA format with textual citations and a Reference pages with a hanging indent, and a title page.</p>	<p>6. 9-10.L.2c 9-10.RST.4 9-10.RST.3 9-10.L.2</p> <p>7.9. 9-10.L.2c 9-10.RST.4 9-10.RST.3 9-10.L.2</p> <p>8.9.RST.2 9.RST.4 3.C.4a 9-10.L.2</p>	<p>3b, 6a, & 6b. Create Block letters 51B1, 51B2, 51D1</p> <p>3b, 6a, & 6c. Create Modified Block Letters 52B2, 52B3</p> <p>3b, 6a, & 6d. Create Modified Semi Block letters 53B1, 53B2, 53B3 (all letters will included either open or mixed punctuation)</p> <p>3b, 6a, 6b, 6c, 6d. Business Letter Hands On Quiz (2 letters) Business Letter Quiz</p> <p>7a. Type and Format Reports: Report 1 - Electronic Keyboarding Applications Report 2 – Proofreading and Editing Report 3 - The Value of Work Experience</p> <p>8a. Type and format APA-Sports Report APA Report – Plains Indians APA -Bound Report - Washington D.C.</p> <p>7a & 8a. Report Hands On Quiz (MLA) Report Quiz</p>

<p>2</p>	<p>9. Students will learn placement/arrangement of basic table parts; to format tables using the Table formatting features: column and row headings, table styles, cell alignment, cell merging and splitting, autofitting, sorting, formulas, and text direction.</p> <p>10. Students will review all of the concepts learned during the semester</p>	<p>9a. Students will learn to insert tables, change row and column size, autofit to content, table style to format tables.</p> <p>9b.Students will learn to draw a table using the Draw Table button.</p> <p>9c.Students will review tables and formatting</p> <p>10a. Students will do a Final Review Sheet for the final and play review games.</p>	<p>9. 9.RST.2 9.RST.4 9.L.2</p>	<p>9a.Tables pg 100, 35B1, 35B2, 35B3. 36B1, 36B2, 36B3, 36B4, 37C1, 37C2, 37C3, 66C1, 66C2, 66C3,67C1,67C3</p> <p>9b.Draw Table with Text direction.</p> <p>9c.Tables Hands On Quiz Tables Quiz – online</p> <p>10a.Word Window Final Proofreading Final Hands On Final Written Final</p>
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