KEYBOARDING 6150
Pacing Guide
Peasley Middle School
Katy Adams

TIME FRAME	Typing.com	Competencies	Objectives
Week 1	Lesson 1 alphabetic	Pre-Test 35-37, 40	● Students will understand class expectations ● Describe Ergonomics and learn how to prevent repetitive stress injuries ● Maintain computer workstation ● Set student Smart Goals ● Students will demonstrate correct posture and finger placement
Week 2	Lesson2-3 alphabetic	30-32 34 43-44,52	● Students will learn about different types of graphics ● Produce documents incorporating graphic elements, including tables and graphs ● Students will demonstrate correct placement of fingers on home row keys ● Build initiative & Self Direction
Week 3	Lesson 4-5 alphabetic	13, 19,52 43-44	● Use file external storage device, store, rename, retrieve, save, delete, and manipulate directories ● Identify computer system components ● Students will have knowledge of common computer terms ● Students will be able to recognize Workplace Readiness Skills & Tasks
Week 4	Lessons 6-7 alphabetic	42 43-44 50	● Demonstrate knowledge of computer terms with a passing quiz ● Demonstrate knowledge of computer components by completing class project ● Demonstrate lifelong-learning skills

Week 5	Lessons 8 alphabetic	39, 41,43-44,48,50,51	- Manipulate data/software/operating systems using ribbons launchers, pull downs, and function keys - Students will demonstrate knowledge by completing a project - Editing copies and spell/grammar check
Week 6	Lesson9 alphabetic	40,43-44	Student will demonstrate knowledge by completing an MS Word Project while demonstrating correct posture and technique
Week 7	Lesson 10-11 alphabetic	20,33,38 43-44	- Demonstrate an understanding of internet use and security issues by completing a class activity - Identify internet safety issues and procedures for complying with acceptable use standards
Week 8	Lesson 12-13 alphabetic	2,3,6,7 43-44	- Students will be able to recognize the importance of Workplace Readiness Skills - Demonstrate integrity - Demonstrate teamwork skills - Demonstrate creativity and resourcefulness
Week 9	Lesson 14-15 alphabetic	1,4,5,9,10,11,12,15 43-44	- Demonstrate positive work ethic - Prove an understanding of workplace organizations, systems, and climates - Demonstrate time, task, and resource management
Week 10	Lesson 16-17 alphabetic	17, 22-29	- Demonstrate customer service skills - Examine aspects of planning within an industry/organization. - Examine aspects of management, finances, and diversity awareness
Week 11	Lesson 18-19 alphabetic	8,9,16 43-44	Demonstrate effective speaking and listening skills by presenting a PowerPoint presentation

Week 12	Lesson20 alphabetic Lesson 1-2 numeric	45,46,47,	• Students will demonstrate proofreading skills • Students will demonstrate knowledge of formatting reports
Week 13	Lessons 3-5 numeric	47,48	• Students will write and format a business letter, labels, and envelopes in MS Word
Week 14	Lessons 6 -8 numeric	53, 54	• Students will correlate technology & keyboarding skills to career pathways • Students will complete an online job application
Week 15	Lesson 9-11 number & symbols	55-56	• Students will learn the parts of a resume • Students will learn how to write a resume for their first job • Students will select a job to apply for and learn to customize a resume to that job
Week 16	Lesson 12-14 numeric & symbols	56-57	• Students will complete resumes and cover letters
Week 17	Lesson 15-16 numeric & symbols	56-67	• Create an electronic portfolio containing representative samples of student work • Identify potential employment barriers for nontraditional groups and look at ways to overcome
Week 18	Skill builders	Post Test	• Wrap up the semester & student feedback