

Pecos High School
Keyboarding
Grades 9-12
1st or 4th Six Weeks Syllabus

Student Expectations: Introduce/Review parts of the computer. Introduce computer operating system and software utilized. Discuss proper computer usage and how to log on to the network.
To identify home-key position, review home keys (fdsajkl;).
To review control of Space Bar and Enter key.

August 24 : Discuss/Complete Lesson 1 (p 2-4) 1A-1H

Student Expectations: Discuss proper computer usage and how to log on to the network. To learn by memory/touch new key reaches: h, e ,i ,r ,o ,t , n, g. Discuss/Demonstrate correct way to save documents to the network.

August 31: Discuss/Complete Lesson 2 (p 5-6) 2A-2E
Discuss/Complete Lesson 3 (p7-8) 3A-3F

Student Expectations: To learn by memory/touch new key reaches: left shift, period, u, c, w, right shift, b, y, m, x.

September 7: Discuss/Complete Lesson 4 (p 9-10) 4A-4F
Discuss/Complete Lesson 5 (p 11-12) 5A-5F
Discuss/Begin Lesson 6 (p 13) 6A-6C

Student Expectations: To learn by memory/touch new key reaches: p, v, q, comma, z, colon, caps lock, question mark, apostrophe, hyphen, and quotation mark.
Students will learn to proofread and figure gross words a minute.

September 14: Discuss/Complete Lesson 6 (p 14) 6D-6F
Discuss/Complete Lesson 7 (p 15-16) 7A-7F
Discuss/Complete Lesson 8 (p 17-18) 8A-8F

Student Expectations: To develop proper response patterns to gain speed.
To learn to key script copy.
To improve keying technique.
To build straight-copy speed and control.

September 21: Discuss/Complete Lesson 9 (p 19-20) 9A-9E
Discuss/Complete Lesson 10 (p 21-22) 10A-10E
Discuss/Begin Lesson 11 (p 23) 11A-11C

Student Expectations: To improve keying technique on script and rough-draft copy.
To build straight-copy speed and control.
To improve keying technique.
To identify reach technique for 8 and 1 number keys.

September 28: 1st Six Weeks Test
Discuss/Complete Lesson 11 (p 24) 11D-11E
Discuss/Complete Lesson 12 (p 25-26) 12A-12E
Discuss/Begin Lesson 13 (p 29-30) 13A-13C

Pecos High School
9-12 Keyboarding
2nd or 5th Six Weeks Syllabus

Student Expectations: To identify reach technique for 9, 4, and 0 number keys.
To improve skill on script, and rough-draft copy.
To identify reach technique for 5, 7, 3, 6, and 2 number keys.
To improve skill transfer and build speed.
To improve technique on individual letters.
To improve keying speed on 1' and 2' writings.

October 5: Discuss/Complete Lesson 13 (p 30-31) 13D-13F
Discuss/Complete Lesson 14 (p 31-33) 14A-14F
Discuss/Begin Lesson 15 (p 34) 15A-15B

Student Expectations: To improve technique on individual letters.
To improve keying speed on 1' and 2' writings.
To identify reach technique for the / , \$, ! , % , < , > keys.
To combine / , \$, ! , % , < , > with other keys.

October 12: Discuss/Complete Lesson 15 (p 35) 15C-15D
Discuss/Complete Lesson 16 (p 36-37) 16A-16E
Discuss/Complete Lesson 17 (p 40-41) 17A-17E

Student Expectations: To learn or review control of #, &, +, @, and ().
To combine #, &, +, @ and () with other keys.
To learn or review control of =, _, \, * , and [].
To combine =, _, \, * , and [] with other keys.
To improve technique on individual letters.
To improve keying speed on 1' and 2' writings.

October 19: Discuss/Complete Lesson 18 (p 42-43) 18A-18D
Discuss/Complete Lesson 19 (p 43-44) 19A-19D
Discuss/Begin Lesson 20 (p 45-46) 20A-20B

Student Expectations: To improve technique on individual letters.
To improve keying speed on 1' and 2' writings.
To learn to format interoffice memos.
To process memos from arranged and semi-arranged copy.

October 26: Discuss/Complete Lesson 20 (p 45-46) 20A-20D
Discuss/Complete Lesson 21 (p 47-48) 21A-21E
Discuss/Begin Lesson 22 (p 59-61)
Read page 59-Complete 22A-22B Memo22B1

Student Expectations: To learn to format interoffice memos.
To process memos from arranged and semi-arranged copy.
To check knowledge of e-mail and memo formats.
To check the level of your memo processing skill.

November 2: Discuss/Complete Lesson 22 (p 59-61)
22A-22B Memo22B2 and Memo22B3
Discuss/Complete Lesson 23 (p 62-63)
23A-23B Email23B1, Email23B2, Email23B3 (Complete all jobs as memos)
Discuss/Complete Lesson 24 (p 64-65)
24A-24B Memo 24B1, Memo24B2, Memo24B3

Student Expectations: To improve technique on individual letters.

To improve keying speed on 1' and 2' writings.

To learn key techniques for numeric keypad 4, 5, 6, and 0.

To key these home-key numbers with speed and ease.

To learn reachstrokes for numeric keypad 7, 8, 9, 1, 2, and 3.

To combine the new keys with other keys learned.

November 9: Review/Complete 2nd Six Weeks Test p 66

Discuss/Complete Activity 1 (p 51-52) 1A-1C

Discuss/Complete Activity 2 (p 53) 2A-2B

Discuss/Complete Activity 3 (p 54) 3A-3B

Pecos High School
9-12 Keyboarding
3rd or 6th Six Weeks Syllabus

Student Expectations: To improve skill transfer and build speed.
To improve technique on individual letters.
To improve keying speed on 1' and 2' writings.
To learn to format personal-business letters in block format.
To improve word-choice skills.
To review format of personal-business letters in block style.
To learn to format/key envelopes.

November 16 and November 23: Discuss/Complete Lesson 28 (p 82-85)
Read p 82-Complete 28A-28C-Ltr28B1, Ltr28B2
Discuss/Complete Lesson 29 (p 85-86)
29A-29C-Ltr29B1, Ltr29B2, Env29C1, Env29C2
Discuss/Complete Lesson 30 (p 87-88*)
30A-30B-Ltr30B1, Ltr30B2, Ltr30B3

Student Expectations: To improve skill transfer and build speed.
To improve technique on individual letters.
To improve keying speed on 1' and 2' writings.
To learn placement/arrangement of basic table parts.
To format tables using the Table formatting features.
To use Table features to edit existing tables.
To format two, three, and four-column tables with main, secondary, and column headings.
To make independent decisions about table formatting features.

November 30: Discuss/Complete Lesson 31 (p 94-97)
Read p 94-Complete 31A-31B-Tbl31B1, Tbl31B2, Tbl31B3
Discuss/Complete Lesson 32 (p 97-98)
32A-32B-Tbl32B3, Tbl32B4
Discuss/Complete Lesson 33 (p 99-100)
33A-33C-Tbl33C1, Tbl33C2, Tbl33C3
Discuss/Complete Lesson 34 (p 100-101)
34A-34B-Tbl34B1

Student Expectations: To improve skill transfer and build speed.
To improve technique on individual letters.
To improve keying speed on 1', 2', and 3' writings.
To learn to format features of unbound reports.
To process a one-page unbound report in proper format.
To process a two-page unbound report in proper format.
To format textual citations in a report.
To process references.

December 7: Discuss/Complete Lesson 25 (p 70-72)
Read p 70-Complete 25A-25C-Rpt25B
Discuss/Complete Lesson 26 (p 72-74)
26A-26B-Rpt26B
Discuss/Complete Lesson 27 (p 75-77)
27A-27C-Rpt27B1, Rpt27B2

Student Expectations: To improve skill transfer and build speed.
To improve technique on individual letters.
To improve keying speed on 1', 2', and 3' writings.

To format an outline.
To compose at the keyboard.

December 14: Discuss Outlines and using Rpt27B1 (p 75) students will complete their own outline.
Review alpha keys. (p 89)

Student Expectations: To improve skill transfer and build speed.
To improve technique on individual letters.
To improve keying speed on 1', 2', and 3' writings.
To review Memos, Personal-business letters, Tables, and Unbound reports.

January 4: Review/Complete Lesson 35 (p 104-105)
35A-35B-Complete Email35B1, Memo35B2, Ltr35B3
Review/Complete Lesson 37 (p 108-109)
37A-37C-Complete Tbl37B1, Tbl37B2, Tbl37B3
Review/Complete Lesson 36 (p 106-107)
36A-36C-Complete Rpt36B1, Rpt36B2

Student Expectations: To improve skill transfer and build speed.
To improve technique on individual letters.
To improve keying speed on 1', 2', and 3' writings.
To review Memos, Personal-business letters, Tables, and Unbound reports.

January 11: Continue Review/Complete 1st Semester Test