Grand Island Central School District Curriculum Map
Keyboarding Grades 9-12

Units of Study (Duration)	NYS Standards	Common Core Standards	Vocabulary • Content • Process	Essential/Guiding Questions	Essential Skills	Assessment(s)	Resources • Texts • Tech Integration
Pace adjusts according to class progress Week1	1.A.5a Identify and analyze new terminology applying knowledge of work origins and derivations in a variety of practical settings. 1.B.5a Relate reading to prior knowledge and experience and make connections to related information. 3.B.5 Using contemporary technology, produce documents of publication quality for specific purposes and audiences; exhibit clarity of focus, logic of organization, appropriate elaboration and support and overall coherence. 4.A.4b Apply listening skills in practical settings (e.g., classroom note taking, interpersonal conflict situations, giving and receiving directions, evaluating persuasive messages.) NETS 1: Basic operations and	Using technology to enhance productivity Demonstrate effective professional communication skills and practices that enable positive customer relationships	Technique Keyboard Touch-method Posture Work area Alphabetic keys Enter/return GWAM QWERTY Space bar Proofreader Marks Proofreading Punctuation Spacing Alignment Bullets and Numbering Center Align Copy	How are accurate keyboarding skills significant in relation to business and industry careers? What elements contribute to a productive computer lab environment? Why are correct keyboarding skills important in relation to productivity and accuracy? What is the significance to ergonomics while in front of a computer?	Welcome to Class Expectations Rules Review Computer procedures Create folder Login in to Edu-type Introduce book Navy Keyboarding film Pre-assessment Understand the importance of posture, technique and accuracy Key using the homerow keys while looking at only the screen and the document to by typed	Timed writing for base test hand chart of keys along with blank keyboard identify location test on Words per Minute (WPM) and accuracy Posture/technique while keying (requirements: feet flat on the floor, back straight yet slightly forward, fingers on homerow, and wrists elevated from the keyboard, eyes on copy or screen	Glencoe Keyboarding Edu-typing Sense-Lang Computers Internet Access Teacher Web site.

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	concepts: Students demonstrate a sound understanding of the nature and operation of technology systems. Students are proficient in the use of technology. NETS 2: Social, ethical, and human issues: Students understand the ethical, cultural, and societal issues related to technology. Students practice responsible use of technology systems, information, and software. Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity. NETS 3: Technology productivity tools: Students use technology tools to enhance learning, increase productivity, and promote creativity. Students use						

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	productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.						
Week2-10	NETS 3: Technology productivity tools: Students use technology tools to enhance learning, increase productivity, and promote creativity. Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works	Grade 9-10 W.9-10.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically. Grade 11-12 W.11-12.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or	Double Space Footer Header Horizontal Centering Justified Landscape Left Align Line Spacing Margins Menu Bar Single Space	How will learning how to touch keyboard help me with my academics today and my career tomorrow?	Review keyboard hand position Typing games to practice and relax	Weekly warm up assignments graded. *Daily assignments graded. *Technique graded.	

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			information.				
Week2-10				What is the importance of you keeping your fingers on your homerow when you are keying?	Edu-type pretest Edu-type 1.1 and 1.2 accuracy level 100% for home row skill; Book Lesson home row keys; Continue learning keyboard using both book and edu-type. Monitor students seat, hand and feet positions	Test skill using the keyboard covers Timed writing	
Week 11-20		W.4.6. With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting. W.5.6. With some guidance and support from adults, use technology, including the	Copy Notation Body Quadruple Space Right Align Single Space Triple Space Vertical Centering Word Wrap Attachment notation Block Style Double space Enclosure notation Typist initials Cell Columns Business Letter Complimentary Close Handwritten Signature Keyed Name Letter	When would you use a business block letter over a personal block letter? What are the steps to format a letter? Steps to Creating Business letters and Letterheads Using reference initials Can you properly format an academic report in MLA style? Can you properly adjust margins and line spacing in Word? Can you properly format a date in military style and create heading information for an academic report? Can you properly indent paragraphs 0.5 inches? Can you properly alter	Using reference initials Creating a letterhead using a table Basic typing skills How to compose and format documents	Creating and formatting documents Editing documents with proofreaders marks Continuing to practicing keyboarding skills to improve accuracy and speed.	

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		Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of two pages in a single sitting. W.6.6. Use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of three pages in a single sitting. W.7.6. Use technology, including the Internet, to produce and publish writing and link to and cite sources as well as to interact and collaborate with others, including linking to and citing	Address/Inside Address Letterhead Mixed Punctuation Open Punctuation Personal-Business Letter Return Address Salutation Hanging indent Works cited Unbound report Side heading Title Page	words so they are underlined, italicized, or made bold? Can you identified and make corrections using proofreaders' marks? Can you properly cut, copy, and paste paragraphs in Word? Can you identify the differences in formatting an academic report as opposed to a business report? Can you describe the different reasons for using side headings as opposed to paragraph headings? Can you properly format side headings and paragraph Headings in a report? Can you properly format a multipage report? Can you describe the feature in Word called a soft page break? Can you automatically add page numbers to a multipage report using the feature available in Word? Can you describe the usefulness of the widow/orphan control feature in Word?			

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		sources. W.8.6. Use technology, including the Internet, to produce and publish writing and present the relationships between information and ideas efficiently as well as to interact and collaborate with others.					
Week 11-20		Grade 9-10 W.9-10.8 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a	Tabs Enhancements Margins Modified Block Style Open Punctuation Mixed Punctuation Letterhead Text Wrapping Alignments Unbound Reports Side Headings Endnotes Reference Page Hanging Indents Status Bar Headers and Footers Date Time Page numbering Speed Accuracy	What is a resume? Why use resumes? How can you use Word Templates?		Practice Resume's traditional setup and use of Word templates	

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Units of Study (Duration)	NYS Standards	Common Core Standards	Vocabulary • Content • Process	Essential/Guiding Questions	Essential Skills	Assessment(s)	Resources • Texts • Tech Integration
		standard format for citation. Grade 11-12 W.11-12.8 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.	Title Page				

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