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| **Dates** | **SCS Objectives** | **Essential Standard** | **Essential Questions** | **Teaching Methodology** |
| **Done at beginning of the semester** | | | **Adjust as semester progresses** | |
| *Dates you will cover this objective* | *Objective # i.e. Module 1, 2, 3, 4, 5* | *Describe the Content* | *What major questions should your students be able to answer?* | *How are you teaching them--lecture, activity, or project?* |
| 3 weeks | Module 1  Keyboarding - Alphabetic Keys | Proper Keyboarding, Work Area Arrangement, Posture and Techniques, Touch Method of Keyboarding, Home Row Keys, and Finger name | •What are correct keyboarding techniques when keying using the alphabetic keys? | Use [www.alfatyping.com](http://www.alfatyping.com) Worksheet,  Demonstrations, handouts, Guided Practice, and Quizzes |
| 3 weeks | Module 2  Keyboarding - Number/Symbol & Numeric Keypad | Execute the touch method in operating the number/symbol keys and the numeric keypad | •What are correct keyboarding techniques when keying using the number and symbol keys?  •What are correct keyboarding techniques when keying using the numeric keypad? | Use [www.alfatyping.com](http://www.alfatyping.com) Worksheets, handouts,  Guided Practice, and Quizzes |
| 3 weeks | Module 3 Keyboarding - Building Speed and Accuracy and Gross Words A Minute | Timed writing Drills and calculating the Gross Words A Minute | •What are the correct methods for calculating QWAM while increasing speed and accuracy with using correct keyboarding techniques? | Internet Resources, Demonstration, Guided Practice, and MicroType typing program |
| 6 weeks | Module 4  Word Processing - Basics and Correspondence | Understanding formatting skills in document processing | •Why is formatting applied to fonts, paragraphs, and pages?  •What are appropriate formatting guidelines for business letter and memos and why is formatting important?  •Which business document is the most appropriate means of communication in a given business situation and why? | Lecture with PPT & questions, Sample Correspondences, Guided Practice and activities |
| 3 weeks & 1 day | Supplemental: Module 5  Ignition – Digital Literacy & Responsibility by “EverFi” and “Microsoft e-learning” | Digital Literacy –  Computer Basics  The Internet & World Wide Web  Productivity Programs  Computer Security & Privacy  Digital Lifestyles | * What are the parts and features of a computer? * What are the functions and components of operating systems, programs, and networks? * What are the uses and features of the Internet and the World Wide Web * What are methods of online communication? * What is the use of a Word Processing, Desktop Publishing and Spreadsheet programs? * What is the use of a Database and Presentation program? * What are threats to your computer? * What are the guidelines for protecting your computer and family from online predators? * What are the benefits and characteristics of digital technology, audio, video, and digital cameras? * What are the career opportunities in Digital Technology? | 2 individual on-line Interactive Courses, Lecture with PPT, Worksheets |

Terms students need to know 1st 9 weeks:

**Alphabetic keys** – Letter keys on the keyboard

**Enter** – Used to move the cursor down a line

**GWAM** – The number of keystrokes a typist can make in a timed period; can calculate by dividing the number of standard words keyed by the number of minutes that the typist was timed

**QWERTY keyboard** – The most commonly used keyboard arrangement

**Spacebar** – Used to insert spaces between characters

**Standard keyboarding word** – Five characters or any combination of five characters and spaces.

**Technique** – The form and keying style that a typist uses while operating the keyboard

**Touch-method** – To key by touch rather than by the hunt-and-peck method

**Posture** – The way the typist sits; the way the typist’s arms, wrists, fingers, legs, and feet are placed

**Work area** – Arrangement of the keyboard, copy, mouse, and other materials