Keyboarding Lesson Plans

Lesson	Time	Behavioral Objectives	Procedures	Materials	Assessment	BW
1	3 - 4 class periods	Identify parts of computer and its peripherals and explain the purpose of those components.		Powerpoint presentation, student computer, old cpu, student handouts.	Quiz and discussions	handouts
2	1 class period		Introduce MicroType and home row.	Computer	discussion, observation	handouts
3	1 class period	Develop touch keyboarding techniques	Learn Home Row, space bar, enter	Textbook and MicroType 3 software	Observation and lesson reports	book Lesson 1
4	1 class period	Develop touch keyboarding techniques	Review Home Row	Textbook and MicroType 3 software	Observation and lesson reports	book Lesson 1
5	1 class period	Develop touch keyboarding techniques	Learn H & E Anchor keys: L, K for h; A, S for e	Textbook and MicroType 3 software	Observation and lesson reports	book Lesson 2
6	1 class period	Develop touch keyboarding techniques	Learn I and R Anchor keys: ; for I; A, S, D for r	Textbook and MicroType 3 software	Observation and lesson reports	P. 19 Conditioning Practice X 2
7	1 class period	Develop touch keyboarding techniques	Review Lesson	Textbook and MicroType 3 software	Observation and lesson reports	P. 21 Conditioning Practice X 2
8	1 class period	Develop touch keyboarding techniques	Learn O and T Anchor keys: J, K for o; A, S, D for t	Textbook and MicroType 3 software	Observation and lesson reports	P. 23 Conditioning Practice X 2
9	1 class period	Develop touch keyboarding techniques	Learn N and G Anchor keys: K, L, ; for n; A, S, D for g.	Textbook and MicroType 3 software	Observation and lesson reports	P. 25 Conditioning Practice X 2