

**Lake Hamilton Junior High School  
Quarterly Pacing Guide**

Course: Keyboarding Applications Quarter: First

Teachers: Diane Welch

Week	Content, Topic, Unit, Instructional Materials	Framework Numbers	Assessments, Projects, Etc.
8/22  Week 1	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of functions of computer equipment parts and proper care of keyboarding equipment</li> <li>• Identify terminology associated with developing proper computer skills.</li> <li>• Exhibit correct finger placement on home row keys, alpha/numeric keys, correct use of service keys, and correct keyboarding posture and technique</li> <li>• Key words, phrases, sentences, and paragraphs</li> <li>• Identify proofreaders' marks</li> <li>• Improve keying technique to improve speed and control</li> <li>• Use <i>gwam</i> (math skills to determine) speed</li> </ul>	1.1, 1.1.1, 1.3.6, 1.4.24, 1.2, 1.2.1, 3.1.2,	<ul style="list-style-type: none"> <li>• Worksheets</li> <li>• Tests</li> <li>• Timed Writings</li> <li>• Daily Lesson Checks</li> <li>• Test</li> </ul> <p>Lessons 1-6</p>
8/29  Week 2	<ul style="list-style-type: none"> <li>• Build basic keyboarding techniques to improve keying speed and control</li> <li>• Key words, phrases, sentences, and paragraphs</li> <li>• Use service keys (shift, backspace, tab, etc.) correctly</li> <li>• Compute <i>gwam</i> on timed writings</li> <li>• Develop proofreading, correction, punctuation, reading, and composition skills</li> <li>• Review terms, skills and procedures necessary to format memos and e-mails</li> <li>• Begin character education monthly word paragraph according to specified criteria</li> </ul>	1.1, 1.1.1, 1.3.6, 1.4.24, 1.2, 1.2.1, 3.1.2, 1.3, 1.3.1, 1.6.5, 2.2, 2.2.1, 2.2.2, 3.4.2	<ul style="list-style-type: none"> <li>• Character Ed Paragraph Rubric</li> <li>• Technique Check</li> <li>• Worksheets</li> <li>• Daily Lesson Checks</li> <li>• Test</li> </ul> <p>Lessons 7-14</p>