

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