

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	• 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	1.1, 1.1.1, 1.3.6, 1.4.24, 1.2, 1.2.1, 3.1.2,	• Worksheets • Tests • Timed Writings • Daily Lesson Checks • Test Lessons 1-6
8/29 Week 2	• 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	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	• Character Ed Paragraph Rubric • Technique Check • Worksheets • Daily Lesson Checks • Test Lessons 7-14