

TFSD Curriculum Calendar 2009-10
8-12 Keyboarding
Semester Class

Canyon Ridge High School/Twin Falls High School
O’Leary Middle School/Robert Stuart Middle School

Skill or Concept	P.S. #	Topic, Task, Content	Projected Window
<ul style="list-style-type: none"> • Skill Analysis Timing 		<ul style="list-style-type: none"> • MicroType Timing 	Aug 24 Goal: 15gwam
<ul style="list-style-type: none"> • Keyboarding – Touch Typing • Develop basic keyboarding skills 	1	<ul style="list-style-type: none"> • Micro Type ~ • Complete 1.5 lessons per day for a total of 20 lessons 	Aug 24 – Sept 11
<ul style="list-style-type: none"> • Skill Analysis Timing 		<ul style="list-style-type: none"> • MicroType Timing 	Sept 3 Goal: 16 gwam
		DATA DAY AND LABOR DAY – NO SCHOOL	Sept. 4 and 7
<ul style="list-style-type: none"> • Skill Analysis Timing 		<ul style="list-style-type: none"> • MicroType Timing 	Sept 11 Goal: 18 gwam
<ul style="list-style-type: none"> • Keyboarding – Numeric keypad • Develop basic keypad skills 	1	<ul style="list-style-type: none"> • Micro Type ~ Numeric Keypad • Complete 4 lessons 	Sept 14-15
<ul style="list-style-type: none"> • Keyboarding – Numeric keyboard • Develop basic numeric keyboard skills 	1	<ul style="list-style-type: none"> • Micro Type ~ Numeric Keyboarding • Complete 16 lessons 	Sept 16-24
<ul style="list-style-type: none"> • Skill Analysis Timing 		<ul style="list-style-type: none"> • CheckPro Skill Builder #1 pg. 66 	Sept 18 Goal: 20 gwam
<ul style="list-style-type: none"> • Keyboard skillbuilding using CheckPro 	1	<ul style="list-style-type: none"> • CheckPro introduction of textbook and software 	Sept 25
<ul style="list-style-type: none"> • Skill Analysis Timing 		<ul style="list-style-type: none"> • CheckPro Skill Builder #2 pg. 89 	Sept 25 Goal: 22 gwam
<ul style="list-style-type: none"> • Word Documents - Memo/Emails 		<ul style="list-style-type: none"> • CheckPro Unit 7 page 59 • Lessons 22-24 • Students who finish early may complete pages extensions on pages 55-58 	Sept 25 – Oct 5
		STATE TEACHER IN-SERVICE	Oct 1-2

<ul style="list-style-type: none"> District Assessment - Memo 	2	<ul style="list-style-type: none"> Demonstrate learned skills 	Oct 6
<ul style="list-style-type: none"> Word Documents - Unbound Reports 	2	<ul style="list-style-type: none"> CheckPro Unit 8 page 70 Lessons 25-27 Students who finish early may complete pages extensions on pages 67-69 	Oct 7 - 16
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> CheckPro Skill Building 37C, p 109 	Oct 9 Goal: 24 gwam
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> CheckPro Skill Building 41e, p120 	Oct 16 Goal: 26 gwam
<ul style="list-style-type: none"> Word Documents – Improve Report Formatting Skills Excellent place to use Voice Activated Software – Dragon Naturally Speaking 		<ul style="list-style-type: none"> CheckPro Unit 15 page 137 Lessons 47-52 Students who finish early may complete pages extensions on pages 134-136 	Oct 19 – Oct 30
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> CheckPro Skill Building 50 B, p 146 	Oct 23 Goal: 27 gwam
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> CheckPro Skill Building 62B, p 177 	Oct 30 Goal: 28 gwam
<ul style="list-style-type: none"> District Assessment - Reports 	2	<ul style="list-style-type: none"> Demonstrate learned skills 	Nov 2
<ul style="list-style-type: none"> Word Documents – Personal-Business Letters and Envelopes 	2	<ul style="list-style-type: none"> CheckPro Unit 9 page 82 Lessons 28-30 Students who finish early may complete pages extensions on pages 80-81 	Nov 3 - 12
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> CheckPro Skill Building 73B, p 201 	Nov 5 Goal: 29 gwam
<ul style="list-style-type: none"> 		PARENT/TEACHER CONFERENCES – NO SCHOOL	Nov 6
<ul style="list-style-type: none"> Business Block Packet 		<ul style="list-style-type: none"> Students will complete three letters starting with basic copying and building to creative writing assignment 	Nov 13 – Nov 18
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> CheckPro Skill Building 40B, p 114 	Nov 13 Goal: 30 gwam
<ul style="list-style-type: none"> Personal Block Packet 		<ul style="list-style-type: none"> Students will complete three letters starting with basic copying and building to creative writing assignment 	Nov 19 – Nov 25

• Skill Analysis Timing		• CheckPro Skill Building 93c, p 257	Nov 20 Goal: 31 gwam
		THANKSGIVING BREAK – 1:15 DISMISSAL	Nov 25-27
• District Assessment - Letters	2	• Demonstrate learned skills	Nov 30
• Word Documents - Tables	2	• CheckPro Unit 10 page 94 • Lessons 31-34 • Students who finish early may complete pages extensions on pages 90-93	Dec 1 - 7
• Skill Analysis Timing		• CheckPro Skill Building 94D, p 259	Dec 4 Goal: 32 gwam
• District Assessment - Tables	2	• Demonstrate learned skills	Dec 8
• Word Documents - ARMA Filing System		Complete 10 steps of ARMA	
• Skill Analysis Timing		• CheckPro Skill Building 50B, p 146	Dec 11 Goal: 33 gwam
• Skill Analysis Timing		• CheckPro Skill Building 41e, p120	Dec 18 Goal: 34 gwam
		CHRISTMAS VACATION	Dec 21- Jan 4
• Word Documents - Review	2	• CheckPro Unit 11 page 104 • Lessons 35-37	Jan 4 - 8
• Skill Analysis Timing		• CheckPro Keying Skills 40B, p 114	Jan 8 Goal: 38 gwam
• Word Documents - Review	2	• CheckPro Unit 12 page 110 • Lessons 38-40	Jan 11-15
• Skill Analysis Timing		• CheckPro Timed Writing 57C, p 165	Jan 15 Goal: 40 gwam
		END OF 2ND QUARTER –1:15 DISMISS	Jan 15