

TFSD Curriculum Calendar 2009-10
8-12 Keyboarding I
Spring Semester Class (tentative)

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 | Jan. 18 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 | Jan 18 – Feb 5 |
| <ul style="list-style-type: none"> • Skill Analysis Timing | | <ul style="list-style-type: none"> • MicroType Timing | Jan 27 Goal: 16 gwam |
| | | Teacher Inservice and President’s Day | Feb. 12 - 15 |
| <ul style="list-style-type: none"> • Skill Analysis Timing | | <ul style="list-style-type: none"> • MicroType Timing | Feb 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 | Feb 16 - 17 |
| <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 | Feb 17 -24 |
| <ul style="list-style-type: none"> • Skill Analysis Timing | | <ul style="list-style-type: none"> • CheckPro Skill Builder #1 pg. 66 | Feb 26 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 | Feb 26 |
| <ul style="list-style-type: none"> • Skill Analysis Timing | | <ul style="list-style-type: none"> • CheckPro Skill Builder #2 pg. 89 | Feb 26 Goal: 24 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 | Feb 26 – Mar 9 |
| | | Spring Break | Mar 15 -19 |

| | | | |
|---|---|--|------------------------------------|
| <ul style="list-style-type: none"> District Assessment - Memo | 2 | <ul style="list-style-type: none"> Demonstrate learned skills | Mar 12 |
| <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 | Mar 22 – Apr 2 |
| <ul style="list-style-type: none"> Skill Analysis Timing | | <ul style="list-style-type: none"> CheckPro Skill Building 37C, p 109 | Mar 26 Goal: 26 gwam |
| <ul style="list-style-type: none"> Skill Analysis Timing | | <ul style="list-style-type: none"> CheckPro Skill Building 41e, p120 | Apr 2 Goal: 28 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 | Apr 5 – Apr 16 |
| <ul style="list-style-type: none"> Skill Analysis Timing | | <ul style="list-style-type: none"> CheckPro Skill Building 50 B, p 146 | Apr 7 (tentative) Goal: 30 gwam |
| | | PARENT/TEACHER CONFERENCES – NO SCHOOL | Apr 8-9 |
| <ul style="list-style-type: none"> Skill Analysis Timing | | <ul style="list-style-type: none"> CheckPro Skill Building 62B, p 177 | Apr 16 Goal: 32 gwam |
| <ul style="list-style-type: none"> District Assessment - Reports | 2 | <ul style="list-style-type: none"> Demonstrate learned skills | Apr 19 |
| <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 | Apr 20 – Apr 27 |
| <ul style="list-style-type: none"> Skill Analysis Timing | | <ul style="list-style-type: none"> CheckPro Skill Building 73B, p 201 | Apr 23 Goal: 29 gwam |
| <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 | Apr 27 – May 4 |
| <ul style="list-style-type: none"> Skill Analysis Timing | | <ul style="list-style-type: none"> CheckPro Skill Building 40B, p 114 | May 7 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 | May 10 - 14 |

| | | | |
|--|---|---|-------------------------------------|
| • Skill Analysis Timing | | • CheckPro Skill Building 93c, p 257 | May 14 Goal: 33 gwam |
| • District Assessment - Letters | 2 | • Demonstrate learned skills | May 17 |
| • Word Documents - Tables | 2 | • CheckPro Unit 10 page 94 • Lessons 31-34 • Students who finish early may complete pages extensions on pages 90-93 | May 18 - 21 |
| • Skill Analysis Timing | | • CheckPro Skill Building 94D, p 259 | May 21 Goal: 34 gwam |
| • District Assessment - Tables | 2 | • Demonstrate learned skills | May 20 |
| • Word Documents - ARMA Filing System | | Complete 10 steps of ARMA | |
| • Skill Analysis Timing | | • CheckPro Skill Building 50B, p 146 | May 24 Goal: 35 gwam |
| • Skill Analysis Timing | | • CheckPro Skill Building 41e, p120 | May 26 (tentative) Goal: 36 gwam |
| • Word Documents - Review | 2 | • CheckPro Unit 11 page 104 • Lessons 35-37 | May 24 - 25 |
| • Skill Analysis Timing | | • CheckPro Keying Skills 40B, p 114 | May 26 Goal: 38 gwam |
| • Word Documents - Review | 2 | • CheckPro Unit 12 page 110 • Lessons 38-40 | May 24 -28 |
| • Skill Analysis Timing | | • CheckPro Timed Writing 57C, p 165 | May 28 Goal: 40 gwam |
| | | Memorial Day | May 31 |
| | | END OF 4th QUARTER –1:15 DISMISS | Jun 2 |
| | | | |
| | | | |
| | | | |