

TFSD Curriculum Calendar 2010-2011
Keyboarding: Century 21 9th Edition textbook
Semester Class

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 	Sep 7 Goal: 15gwam
<ul style="list-style-type: none"> Keyboarding – Touch Typing Develop basic keyboarding skills 	1	<ul style="list-style-type: none"> Micro Type ~ <u>Touch Typing</u> Complete 1.5 lessons per day for a total of 20 lessons 	Sep 7 – Sep 16
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> MicroType Timing 	Sept 16 Goal: 16 gwam
		DATA DAY	Sept. 17
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> MicroType Timing 	Sept 24 Goal: 17 gwam
<ul style="list-style-type: none"> Keyboarding – Numeric keypad Develop basic keypad skills 	1	<ul style="list-style-type: none"> Micro Type ~ <u>Numeric Keypad</u> Complete 4 lessons 	Sept 20 - 21
<ul style="list-style-type: none"> Keyboarding – Numeric keyboard Develop basic numeric keyboard skills 	1	<ul style="list-style-type: none"> Micro Type ~ <u>Numeric Keyboarding</u> Complete 16 lessons 	Sept 22 - 30
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> Microtype5 Additional Timed Writings #1 	Oct 1 Goal: 18 gwam
<ul style="list-style-type: none"> Keyboard skillbuilding using CheckPro Word Documents - Memo 	1	<ul style="list-style-type: none"> CheckPro introduction of textbook and software CheckPro Office Features 1 - Activities 1-8 pages 38-40 CheckPro Memo's 24B3, 24B1 then 34B2 	Oct 1 - 8
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> Microtype5 Timed writing from the book: CR1 Act. 4 pg 128 	Oct 8 Goal: 20 gwam
<ul style="list-style-type: none"> District Assessment - Memo 	2	<ul style="list-style-type: none"> Demonstrate learned skills 	Oct 11/12
<ul style="list-style-type: none"> Word Documents - Unbound Reports 	2	<ul style="list-style-type: none"> CheckPro Unit 10 page 86 CheckPro Office Features 2 activities 1-9 pgs. 56-59 CheckPro Lesson 31C Report pg. 86, 32B Unbound report pg. 91 and 33C report pg. 92 	Oct 13 - 22
<ul style="list-style-type: none"> Skill Analysis Timing 		<ul style="list-style-type: none"> Microtype5 Timed writing from book: CR1 Act. 10 pg. 131 	Oct 15

			Goal: 24 gwam
• Skill Analysis Timing		• Microtype5 Timed writing from book: CA1 Act. 7 pg. 133	Oct 22 Goal: 26 gwam
• Word Documents – Improve Report Formatting Skills • Excellent place to use Voice Activated Software – Dragon Naturally Speaking		• CheckPro Unit 16 page 173 • CheckPro Office Features 3 activities 1-10 pgs. 82-85 • CheckPro Unit 22 MLA reports, Lesson 88b pg. 269 and 89B pg. 270	Oct 25 – Nov 5
• Skill Analysis Timing		• Microtype5 Timed writing from book: CA1 Act. 12 pg. 137	Oct 29 Goal: 27 gwam
• Skill Analysis Timing		• Microtype5 Timed writing from book: 46E Skill Check pg 141	Nov 5 Goal: 28 gwam
• District Assessment - Reports	2	• Demonstrate learned skills	Nov 8
• Word Documents – Personal-Business Letters and Envelopes • Mail Merge	2	• CheckPro Unit 8 pg. 60 • Lessons 26-28 pgs. 65-71	Nov 9 - 16
• Skill Analysis Timing		• CheckPro Skill Building 47D, pg. 142	Nov 11 Goal: 29 gwam
•		PARENT/TEACHER CONFERENCES – NO SCHOOL	Nov 12
• Business Block Packet		• Students will complete three letters starting with basic copying and building to creative writing assignment	Nov 17-18
• Skill Analysis Timing		• CheckPro Skill Building 48E, pg. 144	Nov 19 Goal: 30 gwam
• District Assessment - Letters	2	• Demonstrate learned skills	Nov 19
• Word Documents - Tables	2	• CheckPro Unit 11 page 99 • CheckPro Office Features 4 Act. 1-10 • CheckPro lessons 35 -38 pgs. 101-106	Nov 22 – Dec 6
		THANKSGIVING BREAK	Nov 25-26
• Skill Analysis Timing		• CheckPro Skill Building 135D pg. 408	Dec 3 Goal: 31 gwam
• Skill Analysis Timing		• CheckPro Skill Check 645E, pg. 190	Dec 10 Goal: 32 gwam

• District Assessment - Tables	2	• Demonstrate learned skills	Dec 7
• Word Documents - ARMA Filing System		Complete 10 steps of ARMA	Dec 8 - 17
• Skill Analysis Timing		• CheckPro Skill Check 65E, pg. 192	Dec 17 Goal: 33 gwam
		CHRISTMAS VACATION	Dec 20- Jan 3
• Skill Analysis Timing		• CheckPro Skill Check 65E, pg. 192	Jan 7 Goal: 34 gwam
• Word Documents - Review	2	• CheckPro Unit 14 page 150 • Lessons 49-54	Jan 3 - 7
• Skill Analysis Timing		• CheckPro Keying Skills CR2 Act. 8 Pg. 225	Jan 14 Goal: 38 gwam
• Word Documents - Review	2	• CheckPro Unit 16 page 173 • Lessons 58-63	Jan 10-14
• Skill Analysis Timing		• CheckPro Timed Writing 135D pg. 408	Jan 21 Goal: 40 gwam
		END OF 2ND QUARTER	Jan 21