
Keyboarding Syllabus

Unit 1: Week 1 (Alphabetic Keyboard Instruction)

I. DAY 1: LESSON 1

- A. Expectations
- B. Computer Procedures
 - 1. On-Off procedures
 - 2. Care of disks
 - 3. Typing techniques
- C. Windows
- D. MS Word
 - 1. Opening
 - 2. Typing
 - 3. Saving
- E. Lesson 1: Home Row Keys, FJ DK SL A;

II. DAY 2: LESSON 2

- A. Review of Home Row Keys
- B. Retrieving, Saving, Printing
- C. Lesson 2 keys: H E O

III. DAY 3: LESSON 3

- A. Review typing techniques
- B. Review previous keys
- C. Lesson 3 keys M R I

IV. DAY 4: LESSON 4

- A. Review Care of disks
- B. Review Computer Procedures
- C. Review retrieval, typing, saving, printing
- D. Other Aspects of using Windows/Word
- E. Lesson 4 keys T N C

V. DAY 5: LESSON 5

- A. Quick review
- B. Unit 1: Quiz 1 (Care of disks, computer procedures, windows and word usage)
- C. Free time or extra practice

Unit 1: Week 2

I.DAY 6: LESSON 6

- A. Review computer process
- B. Review previous keys
- C. Lesson 6 – V, Right Shift, Period

II.DAY 7: LESSON 7

- A. Review of proper typing techniques
- B. How to count typing errors
- C. Lesson 7 – Practice
- D. Printing

III.DAY 8: LESSON 8

- A. Review keys and typing techniques
- B. Lesson 8 keys: W comma G

IV.DAY 9: LESSON 9

- A. Technique assessment
- B. Lesson 9 keys: B U Left Shift

V.DAY 10: LESSON 10

- A. Review of keys
- B. Introduce Keys P Q :
- C. Keyboard game

Unit 1: Week 3

I. DAY 11: LESSON 11

- A. Review of Previous keys
- B. Introduce Z, Y, and X
- C. Timed writes – 1 Minute, pre & post

II.DAY 12: LESSON 12

- A. Warm-up
- B. Introduce the Hyphen, Slash and Question Mark
- C. Keyboard Relay Race

III.DAY 13: LESSON 13

- A. Practice all keys
- B. Technique assessment
- C. 30-second speed drills

IV.DAY 14: LESSON 14

- A. Review all keys
- B. 1-min timed write pre-test

- C. Speed drills
- D. 1-min timed write post-test
- E. Using the Caps-Lock Key
- F. Using the Tab Key

V.DAY 15: LESSON 15

- A. Alphabetic Review
- B. Diagnostic testing
- C. 1-min timed write
- D. Football typing game

Unit 1: Week 4 (Centering)

I.DAY 16: LESSON 16

- A. Warm-up
- B. Individual Corrective Practice
- C. Horizontal Centering
- D. Unit 1: JOB 1

II.DAY 17: LESSON 17

- A. Warm-up
- B. Accuracy Drills
- C. Speed Drills
- D. 2-minute timed write
- E. Bowling Game

III.DAY 18: LESSON 18

- A. Warm-up
- B. Vertical Centering
- C. Unit 1: JOB 2 & Job 3 Announcement

IV.DAY 19: LESSON 19

- A. Warm-up
- B. Unit 1: Quiz2 (Horizontal & Vertical Centering)
- C. Double Letter Words Practice
- D. Composing at the Keyboard

V.DAY 20: LESSON 20

- A. Warm-up
- B. 2-min timed write
- C. Unit 1: JOB 4A Announcement
- D. Spreading
- E. Unit 1: JOB 4B Announcement

Unit 2: Week 5 (Numeric Keyboard Instruction)

I.DAY 1: LESSON 1

- A. Warm-up
- B. Introduce 1, 2 and 3
- C. Paragraph practice
- D. 2-min timed write
- E. Unit 2: JOB 1 Announcement

II.DAY 2: LESSON 2

- A. Warm-up
- B. Introduce 4, 5, and 6
- C. Paragraph practice
- D. Horizontal Reach Practice

III.DAY 3: LESSON 3

- A. Warm-up
- B. Introduce 7, 8, 9
- C. Paragraph practice
- D. Vertical Reach Practice

IV.DAY 4: LESSON 4

- A. Warm-up
- B. Number Review
- C. Unit 2: Job 2 Lists

V.DAY 5: LESSON 5

- A. Review Alphabet
- B. Review Numbers
- C. Unit 2: Test 1 (Typing techniques, Word usage, Centering, 2-min Timed write)

Unit 3: Week 6 (Symbol Keyboard Instruction)

I.DAY 1: LESSON 1

- A. Warm-up
- B. 30-second speed drills
- C. Introduce #, \$, %, &
- D. Paragraph Practice

II.DAY 2: LESSON 2

- A. Warm-up
- B. Speed Drills
- C. Paragraph Practice
- D. 3-min timed write
- E. Relay Race

III.DAY 3: LESSON 3

- A. Warm-up
- B. Introduce *, __, ()
- C. Practice
- D. 3-min timed write

IV.DAY 4: LESSON 4

- A. Warm-up
- B. Introduce '(apostrophe) ! (exclamation) " (quotation marks)
- C. Practice
- D. 3-min timed write

V.DAY 5: LESSON 5

- A. Warm-up
- B. Introduce @ = - +
- C. Symbol practice

Unit 4: Week 7 (Introduction to Formatting)

I.DAY 1: LESSON 1

- A. Warm-up
- B. Formatting Titles
- C. Enumerations
- D. Unit 4: JOB 1

II.DAY 2: LESSON 2

- A. Warm-up
- B. Review of Enumerations
- C. Unit 4: JOB 2

III.DAY 3: LESSON 3

- A. Warm-up
- B. Proofreader's Marks
- C. Enumerations from draft material
- D. Composing at Keyboard

IV.DAY 4: LESSON 4

- A. Warm-up
- B. Outlining
- C. Unit 4: JOB 3

V.DAY 5: LESSON 5

- A. Warm-up
- B. Review Outlining
- C. Unit 4: JOB 4

Unit 4: Week 8

I.DAY 6: LESSON 6

- A. Warm-up
- B. Paragraph practice
- C. Technique timing
- D. Review Outlining
- E. Unit 4: JOB 5

II.DAY 7: LESSON 7

- A. Paragraph practice
- B. 3-min timed write
- C. Unit 4: JOB 6A (enumeration) 6B (outline) 6C (revised outline)

III.DAY 8: LESSON 8

- A. Warm-up
- B. Concentration Practice
- C. Introduction to Letters
- D. Unit 4: JOB 7 (Modified Block Letter)

IV.DAY 9: LESSON 9

- A. Warm-up
- B. Review Modified Block formatting
- C. Unit 4: JOB 8A
- D. Block Letter
- E. Unit 4: JOB 8B (change Job 8A to Block)

V.DAY 10: LESSON 10

- A. Warm-up
- B. Two-page Letter with header
- C. Unit 4: JOB 9 (two-page letter with header)

Unit 4: Week 9

I.DAY 11: LESSON 11

- A. Warm-up
- B. Memorandums
- C. Unit 4: JOB 10

II.DAY 12: LESSON 12

- A. Warm-up
- B. Review Memorandums
- C. Unit 4: JOB 11

III.DAY 13: LESSON 13

- A. Warm-up
- B. Review Alphabet
- C. Review Typing Techniques
- D. Review Formatting (centering, enumerations, outlines, letters, memos)

IV.DAY 14: LESSON 14

- A. Unit 4: Midterm Test 1-1 (3-min timed write)
- B. Unit 4: Midterm Test 1-2 (Enumerations, Outlines)

V.DAY 15: LESSON 15

- A. Warm-up
- B. Unit 4: Midterm Test 1-3 (Letters, Memos)
- C. Technique timing

Unit 5: Week 10 (Formatting Short Reports)

I.DAY 1: LESSON 1

- A. Warm-up
- B. Paragraph practice
- C. Introduction to 1-page reports
- D. Unit 5: JOB 1

II.DAY 2: LESSON 2

- A. Warm-up
- B. Paragraph practice
- C. Unit 5: JOB 2 (1-page report from rough draft)

III.DAY 3: LESSON 3

- A. Warm-up
- B. Unit 5: JOB 3 (1-page report with proofreader's marks)

IV.DAY 4: LESSON 4

- A. Warm-up
- B. Two-page reports
- C. Begin Unit 5: JOB 4 (2-page report)

V.DAY 5: LESSON 5

- A. Warm-up
- B. Complete Unit 5: JOB 4

Unit 5: Week 11

I.DAY 6: LESSON 6

- A. Alphabetical Review
- B. Paragraph Practice
- C. Technique timing

II.DAY 7: LESSON 7

- A. Warm-up
- B. Paragraph Practice
- C. 3-min timed write
- D. Review of formatting

III.DAY 8: LESSON 8

- A. Warm-up
- B. Review of formatting
- C. Paragraph practice
- D. Speed Drills

IV.DAY 9: LESSON 9

- A. Warm-up
- B. Review of formatting
- C. Unit 5: Test 1 Production test (reports)

V.DAY 10: LESSON 10

- A. Complete Unit 5: Test 1 if necessary
- B. Accuracy drills

Unit 6: Week 12 (Ten-key Pad Instruction)

I.DAY 1: LESSON 1

- A. Warm-up
- B. Speed
- C. Accuracy
- D. Numbers
- E. Symbols

II.DAY 2: LESSON 2

- A. Warm-up
- B. Introduction to ten-key pad
- C. Ten-key pad numbers 0, 4, 5, 6
- D. Number practice

III.DAY 3: LESSON 3

- A. Warm-up
- B. Ten-key pad numbers 1, 2, 3
- C. Number practice

IV.DAY 4: LESSON 4

- A. Warm-up
- B. Ten-key pad numbers 7, 8, 9
- C. Number practices

V.DAY 5: LESSON 5

- A. Review typing techniques
- B. Production Review, Ten-key pad
- D. Unit 6: Test 1 (Ten-key pad)

Unit 7: Week 13 (Formatting Tables)

I.DAY 1: LESSON 1

- A. Warm-up
- B. Speed Drills
- C. Accuracy Drills
- D. Two-Column Table, un-ruled
- E. Unit 7: JOB 1

II.DAY 2: LESSON 2

- A. Warm-up
- B. Insertion of tables into Word
- C. Three-column table
- D. Unit 7: JOB 2A (boxed)
- D. Unit 7: JOB 2B (hide rules)

III.DAY 3: LESSON 3

- A. Warm-up
- B. Tables with Sub-titles
- C. Unit 7: JOB 3
- D. Composing at Keyboard

IV.DAY 4: LESSON 4

- A. Warm-up
- B. Review tables
- C. Unit 7: JOB 4A, Job 4B, Job 4C

V.DAY 5: LESSON 5

- A. Warm-up
- B. Review Proofreader's Marks
- C. Unit 7: JOB 5A (Table with proofreader's marks)
- D. Unit 7: JOB 5B (Add a column)
- E. Unit 7: JOB 5C (Move a column)

Unit 7: Week 14

I.DAY 6: LESSON 6

- A. Warm-up
- B. Review Tables & Short Reports
- C. Unit 7: JOB 6 (Table within a report)

II.DAY 7: LESSON 7

- A. Warm-up
- B. Finish Unit 7: JOB 6

III.DAY 8: LESSON 8

- A. Warm-up
- B. Alphabetical Practice
- C. Number Practice
- D. Symbol Practice
- E. All Character's Practice

IV.DAY 9: LESSON 9

- A. Warm-up
- B. Technique timing (Straight copy)
- C. 1-min timed write
- D. Speed drill
- E. 1-min timed write
- F. Relay Race

V.DAY 10: LESSON 10

- A. Review Reports & Tables
- B. Unit 7: Test 1 (Reports and Tables)

Unit 8: Week 15 (Formal Reports with citations)

I.DAY 1: LESSON 1

- A. Warm-up
- B. Explanation of bibliography
- C. Unit 8: JOB 1 (bibliography)

II.DAY 2: LESSON 2

- B. Explanation of paragraph citations
- C. Unit 8: JOB 2 (two-page report with paragraph citations)

III.DAY 3: LESSON 3

- A. Review paragraph citations
- B. Continue with two-page report

IV.DAY 4: LESSON 4

- A. Warm-up
- B. Introduction of multi-page report
- C. Introduction of headers
- D. Introduction of footnotes
- E. Unit 8: JOB 3 (multi-page report)

V.DAY 5: LESSON 5

- A. Review of footnotes
- B. Review of tables within reports
- C. Continue with multi-page report

Unit 8: Week 16

I.DAY 1: LESSON 6

- A. Review as necessary
- B. Continue with multi-page report

II.DAY 2: LESSON 7

- A. Review as necessary
- B. Continue with multi-page report

III.DAY 3: LESSON 8

- A. Review as necessary
- B. Continue with multi-page report

IV.DAY 4: LESSON 9

- A. Warm-up
- B. Introduce Title Page, Table of contents
- C. Unit 8: JOB 4A (Title page)
- D. Unit 8: JOB 4B (Table of contents)

V.DAY 5: LESSON 10

- A. Review bibliography
- B. Unit 8: JOB 5 (Bibliography)

Unit 9: Week 17 (Reference Notebook)

I.DAY 1: LESSON 1

- A. Warm-up
- B. Review formatting
- C. Practice
- D. Baseball keyboard game

II.DAY 2: LESSON 2

- A. Warm-up
- B. Review formatting
- C. Unit 9: Test1 (Reports, Citations, Footnotes, Bibliographies)

III.DAY 3: LESSON 3

- A. Warm-up
- B. Creating a Reference Notebook
- C. Unit 9: JOB 1A (Title page)
- D. Unit 9: JOB 1B (Table of contents)

IV.DAY 4: LESSON 4

- A. Warm-up
- B. Unit 9: JOB 2A (Divider pages)
- C. Unit 9: JOB 2B (Assemble sample work)

V.DAY 5: LESSON 5

- A. Warm-up
- B. Finish assembling sample work
- C. Include Appendix (handed out by teacher)

Unit 9: Week 18

I.DAY 1: LESSON 6

- A. Warm-up
- B. Review reference notebook
- C. Review formatting
- D. Present information in appendix
- E. Free time or extra practice

II.DAY 2: LESSON 7

- A. Warm-up
- B. Review formatting
- C. Unit 9: Test 1 (Reference Notebook)

III.DAY 3: LESSON 8

- A. Warm-up
- B. Time to complete test
- C. Extra practice if time

IV.DAY 4: LESSON 9

- A. Warm-up
- B. Keyboarding Skills Review
- C. Practice

V.DAY 5: LESSON 10

- A. Warm-up
- B. 1-min timed write pre-test
- C. Speed drills
- D. 1-min timed write post-test

Unit 10: Alternate Week (Additional Formatting)

Note: This week can replace Week 6: Symbol Instruction or Week 12: Ten-key Pad Instruction or Week

I.DAY 1: LESSON 1

- A. Warm-up
- B. Letters with Subject lines
- C. Unit 10: JOB 4 Letter with Subject Line

II.DAY 2: LESSON 2

- A. Warm-up
- B. Letters with copy notation
- C. Unit 10: JOB 5 Letter with copy notation

III.DAY 3: LESSON 3

- A. Warm-up
- B. Review memo formatting
- C. Memo with Distribution List
- D. Unit 10: JOB 6 (Memo with Distribution List)

IV.DAY 4: LESSON 9

- A. Warm-up
- B. Introduction to Newsletters
- C. Using two columns
- D. Unit 10: JOB 9 (Newsletter)

V.DAY 5: LESSON 10

- A. Review Newsletter formatting
- B. Complete Newsletter
- C. Free time or extra practice