

Pacing Guide Course Outline

Course Description: Students will use computers to produce valuable documents in mail-able form. It is also the utilization of a **keyboard** for computer functions and typing.

Prerequisites: To maximize the potential successes of our students, it is strongly recommended that all persons enrolled in this course possess the following BJC passes or equivalent: English (C) and have a minimum of a 2.50 GPA at the end of Grade 9.

Exit Competencies: Keyboarding Skills BGCSE Examination

In an effort to keep our students on target and permit you to follow their progress and expected outcomes, this document outlines the expected areas of focus for the academic year of 2020-2021. Please visit the Ministry of Education's website at ministryofeducationbahamas.com for ongoing updates. Together, we will experience academic growth.

A = Advanced F= Fundamental I = Intermediate

NATIONAL PACING GUIDE

CURRICULUM: *Keyboarding Skills*

GRADE LEVEL: 10

TERM: I

WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-2	Fundamental Keyboarding Techniques <ul style="list-style-type: none"> Parts of Keyboard Ergonomics Fingering techniques 	<ul style="list-style-type: none"> Identify the essential parts of the keyboard and their functions. Explain the importance of proper position at the keyboard. Identify the components needed for proper keyboarding. Demonstrate correct posture at the computer keyboard. Illustrate how to arrange work areas correctly. Utilize home keys with correct fingering. Apply reach techniques using correct fingering. 	<ul style="list-style-type: none"> “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> Desktop computers with MS Word Keyboard Papers 8 ½ x 10 & 8 ½ x 14 YouTube Videos Live Chats Keyboarding Skills Nuggets www.typingclub.com 	12 hours	Formative Assessments: <ul style="list-style-type: none"> Individual demonstrations of keyboarding position. Correctly arrange work area. Summative Assessments: <ul style="list-style-type: none"> Key drills. Evaluate posture. Quiz on the position at the keyboard.
3-4	Touch Typing Techniques <ul style="list-style-type: none"> Spacebar Return Key Shift Keys Delete Key Backspace Key Alphabetic, Numeric, and Symbol Keys CAPS Lock Number Lock Home row Keys 	<ul style="list-style-type: none"> Reach spacebar, return keys, shift keys, delete key, and backspace key with correct touch techniques. Identify alphabetic, numeric, and symbol keys using the touch method. Demonstrate competency in the manipulation of the keyboard. Apply basic math skills to compute WPM. Key phrases, words, and sentences using correct spacing. Improve keystroking technique and speed building. Maintain correct keyboarding posture. 	<ul style="list-style-type: none"> Keyboarding Skills Nuggets www.typingclub.com 	12 hours	Formative Assessment: <ul style="list-style-type: none"> Observe keystroking techniques. Summative Assessment: <ul style="list-style-type: none"> Quiz on keys on the keyboard.

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WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
5-6	Page Layout <ul style="list-style-type: none"> • Setting Margins • Font Size • Font Type • Page Setup • Paper Size • Page Orientation 	<ul style="list-style-type: none"> • Calculate top, bottom left, and right margins. • Change font size and font type. • Utilize page setup feature to change the margins and paper size. • Set various top, bottom, left, and right margins. • Modify a document using the line space. • Demonstrate techniques for selecting text. • Identify the letter size, half sheet, and legal-size paper. • Change the orientation of each paper size as it relates to the longer and shorter side. 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	6 hours	Formative Assessments: Observation of changing default settings (font size, font type, margins, paper size, and orientations). Summative Assessment: Observe margin setting techniques.
6-8	Capitalization Number and Expression Rules <ul style="list-style-type: none"> • Rules • Number expression rules • Proofreaders marks 	<ul style="list-style-type: none"> • Identify the various capitalization rules. • Apply the various capitalization rules. • Identify the various number expression rules. • Apply the various number expression rules. 		4 hours	Formative Assessments: <ul style="list-style-type: none"> • Quiz on capitalization and numeric expression rules. • Apply capitalization and number expression rules to given homework assignments. • Correct capitalization and numeric expression rules. Summative Assessment: <ul style="list-style-type: none"> • Quiz on capitalization and numeric expression rules.
9	Editing <ul style="list-style-type: none"> • Proofreaders' Marks 	<ul style="list-style-type: none"> • Identify the various proofreaders' marks. • Explain the purpose of each mark. • Apply proofreaders' marks to correct planted errors in typed and script documents. 		4 hours	Formative Assessments: <ul style="list-style-type: none"> • Grade assignments on proofreaders' marks. • Correct homework on proofreaders' marks assignments. Summative Assessment: <ul style="list-style-type: none"> • Quiz on proofreaders' marks.

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10-11	Paragraph Formatting <ul style="list-style-type: none"> Block and Indented Paragraphs Line Spacing Punctuation Marks Symbols 	<ul style="list-style-type: none"> Distinguish between blocked and indented paragraphs. Key blocked and indented paragraphs. Apply correct spacing within and between paragraphs. Space appropriately after punctuation marks and symbols. Improve paragraph formatting technique. Improve keystroking speed and control. 	<ul style="list-style-type: none"> “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> Desktop computers with MS Word Keyboard Papers 8 ½ x 10 & 8 ½ x 14 YouTube Videos Live Chats Keyboarding Skills Nuggets www.typingclub.com 	4 hours	Summative Assessment: Grade keyed paragraphs.
12-13	Horizontal and Vertical Centering <ul style="list-style-type: none"> Announcements Menus Notices Recipes Invitations Advertisements 	<ul style="list-style-type: none"> Change the size and orientation of the paper. Center words and phrases in initial, block, and space caps. Center announcements, menus, recipes, invitations, advertisements, and notices horizontally and vertically on a page. Demonstrate block centering 		4 hours	Formative Assessments: <ul style="list-style-type: none"> Key BGCSE sample menus, notices, recipes, invitations, and advertisements. Grade announcements, menus, notices, recipes, and invitations.

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TERM: II

WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-2	Simplified and Standard Memorandums <ul style="list-style-type: none"> • Informal Documents 	<ul style="list-style-type: none"> • Explain the purpose of memorandums. • Identify the correct parts and format used in a simplified memorandum. • Label the parts of a simplified memorandum. • Key accurate copies of simplified memorandums. 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart</i>, • <i>Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> 	8 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of simplified memorandum. • Grade keyed simplified memorandums. Summative Assessments: <ul style="list-style-type: none"> • Type BGCSE sample simplified memorandums. • Quiz on the parts of the simplified memo.
3-4	Standard/Formal Memorandums <ul style="list-style-type: none"> • Informal Documents 	<ul style="list-style-type: none"> • Identify the correct parts and format of standard/formal memorandums. • Key accurate copies of standard/formal memorandums. • Distinguish between the formatting of a standard/formal and a simplified memorandum. • Increase speed and proficiency in keying memorandums. 	<ul style="list-style-type: none"> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	8 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe and evaluate correct formatting of standard/formal and simplified memorandum. • Grade keyed standard/formal and simplified memorandums. Summative Assessments: <ul style="list-style-type: none"> • Key BGCSE sample standard/formal memorandums. • Quiz on the parts of the standard/formal memorandum. •

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WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
5-6	<p>Blocked Letters</p> <ul style="list-style-type: none"> • Blocked Business Letter • Blocked Personal Business Letter • Mixed Punctuation • Open Punctuation 	<ul style="list-style-type: none"> • Explain the purpose of a letter. • Differentiate between a letter and a memorandum. • Identify the parts of a blocked business letter. • Identify the parts of a blocked personal business letter. • Distinguish between the format of a blocked business letter and a blocked personal business letter. • Use correct spacing to format blocked letters. • Key accurate, straight copies of a blocked letter. • Define the terms open and mixed punctuation. • Distinguish between mixed and open punctuated letters. • Type letters using mixed and open punctuation. • Build speed, proficiency, and accuracy with formatting blocked business and personal business letters. 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	8 hours	<p>Formative Assessments:</p> <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of blocked business and personal business letters. • Peer evaluations of blocked business and personal business letters. • Grade keyed blocked business and personal business letters. <p>Summative Assessments:</p> <ul style="list-style-type: none"> • Type BGCSE sample blocked business and personal business letters. • Quiz on the parts blocked business and personal business letters.

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TERM: II

WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
7-8	Modified Letters <ul style="list-style-type: none"> Modified Letters Blocked Paragraphs Indented Paragraphs 	<ul style="list-style-type: none"> Identify the parts of a modified blocked letter. Distinguish between blocked and modified letters. Type modified letters with indented and blocked paragraphs. Produce accurate copies of modified blocked letters. Build speed, proficiency, and accuracy with formatting modified letters. 	<ul style="list-style-type: none"> “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> Desktop computers with MS Word Keyboard Papers 8 ½ x 10 & 8 ½ x 14 YouTube Videos Live Chats Keyboarding Skills Nuggets www.typingclub.com 	8 hours	Formative Assessments: <ul style="list-style-type: none"> Observe and evaluate the correct formatting of modified letters. Grade keyed modified letters. Summative Assessments: <ul style="list-style-type: none"> Type BGCSE sample modified letters. Quiz on the parts of modified letters.
9	Envelopes <ul style="list-style-type: none"> Large and Small Envelopes 	<ul style="list-style-type: none"> Identify and appropriately use the parts of the envelope. Explain the USPS style and zip code + 4. Accurately format the small (6 ¾) and large (#10) envelopes. Distinguish between the format of a small (6 ¾) and large (#10) envelope. 		4 hours	Formative Assessments: <ul style="list-style-type: none"> Observe and evaluate the correct formatting of large and small envelopes. Grade keyed large and small envelopes. Summative Assessments: <ul style="list-style-type: none"> Type BGCSE sample envelopes. Quiz on the parts of large and small envelopes

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TERM: II

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10-11	Reports <ul style="list-style-type: none"> • Unbound Reports • Left-bound Reports • Top-bound Reports 	<ul style="list-style-type: none"> • Explain the purpose of reports. • Identify the three types of reports. • Distinguish between the margins of unbound, top-bound, and left-bound reports. • Identify the parts and spacing of reports. • Format appropriate report titles pages. • Process accurate copies of one-page reports. • Process the second page of reports in the proper format. • Format textual citations in reports. • Format appropriate reference pages for reports. • Build speed, proficiency, and accuracy with formatting reports. 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	12 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of reports. • Grade keyed reports. Summative Assessments: <ul style="list-style-type: none"> • Key BGCSE sample reports. • Quiz on the parts of the reports.
12-13	Formatting Simple Tables Simple Two-Column Tables	<ul style="list-style-type: none"> • Distinguish between a column and a row. • Insert a simple two-column table onto the page. • Demonstrate how to increase and decrease the width of columns and rows. • Delete and insert columns and rows. • Change the vertical alignment of text, row heights, and column widths. • Identify the various headings used in a table. • Format two-column tables with main, secondary, and column headings. • Vertically and horizontally center simple table on the page. • Insert correct spacing between columns. • Build speed, proficiency, and accuracy with formatting simple tables. 		8 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe correctly formatted simple tables. • Grade keyed simple tables. Summative Assessments: <ul style="list-style-type: none"> • Type BGCSE sample two-column tables. • Quiz on the simple table format.

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GRADE LEVEL: 11

TERM: I

WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-2	Multi-Column Tables <ul style="list-style-type: none"> • Vertical alignment of text, row heights, and column widths, and inserting rows • Using table features to create multi-column tables • Boxed table vs. open table • Format numbers in columns • Format multi-column tables with main, secondary, and column titles 	<ul style="list-style-type: none"> • Differentiate between a boxed table and an open-ended table. • Place correct spacing between columns. • Accurately format numbers in columns. • Format multi-column tables with main, secondary, and column titles. • Insert source note with divider line. • Manipulate column information in ascending and descending order. • Increase proficiency in keying multi-column tables 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by Jack P. Hoggatt (Author), Jon A. Shank (Author) • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	8 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe correctly formatted multi-column tables. • Grade keyed multi-column tables. Summative Assessments: <ul style="list-style-type: none"> • Key BGCSE sample multi-column tables. • Quiz on the multi-column table
3-4	Letters with Special Features <ul style="list-style-type: none"> • Optional and standard parts of a letter • Spacing between letters with special features parts • Open and mixed punctuated letters with special features • Modified and blocked letters with special features • Large and small envelopes 	<ul style="list-style-type: none"> • Identify the optional and standard parts of a letter. • Apply correct spacing between the parts. • Key modified and blocked letters with special features. • Type open and mixed punctuation letters with special features. • Format envelopes using mailing notations. • Increase proficiency in formatting letters with special features 	<ul style="list-style-type: none"> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	4 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of letters with special features. • Grade keyed letters and envelopes with special features. Summative Assessments: <ul style="list-style-type: none"> • Type BGCSE sample letters with special features and envelopes. • Quiz on letters with special features and envelopes.
5-6	Two-Page Letters With Envelopes <ul style="list-style-type: none"> • Purpose of the second page heading • Parts of the second page heading • Horizontal and vertical placement of headings on the second page of a letter • Large and small envelopes 	<ul style="list-style-type: none"> • Identify the purpose of a second-page heading. • Illustrate horizontal and vertical placements of headings on the second page of a letter. • Demonstrate how to apply the correct second page heading for a blocked or modified blocked two-page letter. • Type two-page letters with horizontal and vertical headings. • Format large and small envelopes. • Increase proficiency in formatting two-page letters with an envelope. 	<ul style="list-style-type: none"> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	12 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of two-page letters. • Grade keyed two-page letters with envelopes. Summative Assessments: <ul style="list-style-type: none"> • Type BGCSE Sample two-page letters with envelopes. • Quiz related to two-page letter format.

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TERM: I

WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
7-8	AMS Simplified and Informal Government Letters <ul style="list-style-type: none"> • Parts of the AMS simplified letter • AMS simplified letter vs. business letter • Parts of the informal government letter • Large and small envelopes 	<ul style="list-style-type: none"> • Identify the parts of the AMS simplified letter. • Distinguish between the parts of the AMS simplified letter and the business letter. • Key accurate copies of AMS simplified letters. • Increase proficiency in formatting AMS simplified letters with envelopes 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	8 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe and evaluate correct formatting of AMS simplified. Summative Assessments: <ul style="list-style-type: none"> • Type BGCSE sample AMS simplified letters. • Quiz on the use and formatting of AMS simplified letters.
9	Informal Government Letters <ul style="list-style-type: none"> • Request 	<ul style="list-style-type: none"> • Identify the various types of informal governmental letters. • Accurately format the parts of informal government letters. • Print accurate copies of informal government letters. 		8 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of informal government letters. • Grade keyed informal government letters. Summative Assessments: <ul style="list-style-type: none"> • Type BGCSE sample informal governmental letters. • Quiz on informal governmental letter format.

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TERM: II

WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-2	Meeting Minutes and Summary <ul style="list-style-type: none"> • Purpose and importance of writing meeting minutes • Parts of meeting minutes • Difference between meeting minutes and summary meeting minutes 	<ul style="list-style-type: none"> • Explain the purpose and importance of writing meeting minutes. • Identify the various parts of meeting minutes. • Format accurate copies of meeting minutes. • Distinguish between the format of the meeting and summary minutes. • Illustrate vertical placement of heading on the second page of meeting minutes. • Format accurate copies of summary meeting minutes. • Increase proficiency in keying meeting and summary meeting minutes. 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	8 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe and evaluate correct formatting of meeting and summary minutes. • Grade keyed meeting and summary minutes. Summative Assessments: <ul style="list-style-type: none"> • Type BGCSE sample meeting and summary meeting minutes. • Quiz on preparing meeting and summary meeting minutes.
3	Agendas <ul style="list-style-type: none"> • Purpose and importance of an agenda • Parts of an agenda • Format accurate copies of agendas 	<ul style="list-style-type: none"> • Explain the purpose and importance of an agenda. • Identify the various parts of an agenda. • Insert leader dots. • Format accurate copies of agendas. • Increase proficiency in keying agendas. 		8 hours	Formative Assessments: <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of agendas. • Grade keyed agendas. Summative Assessments: <ul style="list-style-type: none"> • Key BGCSE sample agendas. Quiz on the use and design of agendas

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WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
4-5	Itinerary <ul style="list-style-type: none"> • Formatting Itineraries 	<ul style="list-style-type: none"> • Identify the purpose of an itinerary. • Create an outline of the parts of the itinerary. • Format and key straight copy itineraries from text and handout. • Illustrate vertical placement of heading on the second page of an itinerary. • Type accurate copies of BGCSE Itineraries. • Increase proficiency in keying itineraries. 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> 	8 hours	<p>Formative Assessments:</p> <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of itineraries. • Grade keyed itineraries. <p>Summative Assessments:</p> <ul style="list-style-type: none"> • Type BGCSE sample itineraries. • Quiz on the use and formatting of itineraries.
6-7	Outlines <ul style="list-style-type: none"> • Headings and Subheadings 	<ul style="list-style-type: none"> • Explain the importance of outlines. • Format outlines using main heading, first-order, and second-order subheadings. • Accurately format outline titles. • Align outline headings on the page. 	<ul style="list-style-type: none"> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	4 hours	<p>Formative Assessments:</p> <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of outlines. • Grade keyed outlines. <p>Summative Assessment:</p> <ul style="list-style-type: none"> • Quiz on the use and formatting of outlines.
8-9	Enhance Correspondence Skills <ul style="list-style-type: none"> • Memorandums • Letters • Reports 	<ul style="list-style-type: none"> • Key accurate copies of standard and simplified memorandums. • Increase speed and proficiency in keying memorandums. • Build speed and accuracy with keying various business letters. • Improve envelope formatting skills. • Increase proficiency in formatting business letters. • Process accurate copies of unbound and left-bound reports. • Format appropriate title page, reference page, and textual citations. 		4 hours	<p>Formative Assessments:</p> <ul style="list-style-type: none"> • Observe and evaluate correct formatting of various correspondence. • Grade keyed correspondence. <p>Summative Assessment:</p> <ul style="list-style-type: none"> • Type BGCSE sample standard and simplified memorandums, letters, and reports.

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TERM: I

WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1-2	Booklets <ul style="list-style-type: none"> • Margins, paper sizes, and orientations. • Text boxes • Vertically and horizontally centering • Block centering 	<ul style="list-style-type: none"> • Change margins, paper sizes, and orientations. • Center pages vertically and horizontally. • Block center specific pages as indicated. • Create booklets using specified instructions. • Increase proficiency in formatting various booklets. 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	12 hours	Formative Assessments: <ul style="list-style-type: none"> • Grade keyed booklets. • Observe and evaluate the correct formatting of booklets. Summative Assessments: <ul style="list-style-type: none"> • Key BGCSE sample Booklets. • Quiz on the procedures for setting up and printing booklets.
3-4	Forms <ul style="list-style-type: none"> • Insert and format simple text boxes • Fill out required information in text boxes • Use specified instructions to create forms 	<ul style="list-style-type: none"> • Insert blank lines on the page using specific instructions. • Fill in data accurately on lines. • Create forms using specified instructions. • Print accurate copies of forms. 	<ul style="list-style-type: none"> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	8 hours	Formative Assessments: <ul style="list-style-type: none"> • Graded keyed forms. • Observe and evaluate the correct formatting of forms. Summative Assessment: <ul style="list-style-type: none"> • Type BGCSE sample forms.
5-6	Employment-Related Documents <ul style="list-style-type: none"> • Application Forms • Cover Letters/Letter of Application • Resumes 	<ul style="list-style-type: none"> • Recreate and fill out application forms collected from local businesses. • Print acceptable copies of application forms from the text and handouts. • Explain the purpose of cover letters/letters of application. • Identify the information used to generate cover letters/letters of application. • Distinguish between the various types of resumes. • Identify the parts of the resume. • Increase proficiency in formatting cover letters and resumes. 	<ul style="list-style-type: none"> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	4 hours	Formative Assessment: <ul style="list-style-type: none"> • Observe and evaluate correct formatting applications, cover letters/letters of application, and resumes. Summative Assessment: <ul style="list-style-type: none"> • Type BGCSE sample applications, cover letters/letters of application, and resumes.

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TERM: I

WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
1	Financial Documents <ul style="list-style-type: none"> • Balance Sheet • Income Statements 	<ul style="list-style-type: none"> • Accurately format balance sheets and income statements based on formatting rules. • Key balance sheets and income statements using specified instructions. • Print acceptable copies of balance sheets and income statements. • Increase proficiency in keying financial documents. 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	8 hours	Formative Assessment: <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of financial documents. Summative Assessment: <ul style="list-style-type: none"> • Key BGCSE sample financial documents.
2	Legal Documents <ul style="list-style-type: none"> • Wills • Testaments • Affidavits • Deeds • Contracts • Endorsements 	<ul style="list-style-type: none"> • Identify the various types of legal documents. • Recognize the terms used in wills, testaments, affidavits, deeds, contracts, and endorsements. • Prepare accurate copies of legal documents. • Increase proficiency in formatting legal documents. 		8 hours	Formative Assessment: <ul style="list-style-type: none"> • Observe and evaluate the correct formatting of legal documents. Summative Assessments: <ul style="list-style-type: none"> • Key BGCSE sample legal documents. • Quiz on the formatting rules for setting up will, testaments, affidavits, deeds, contracts, and endorsements.

NATIONAL PACING GUIDE

CURRICULUM: *Keyboarding Skills*

GRADE LEVEL: 12

TERM: II

WEEK	TOPIC	OBJECTIVES	CURRICULUM LINK	TIME SPAN	ASSESSMENT
3-6	Keyboarding Examination Review	<ul style="list-style-type: none"> • Increase speed and proficiency in keying memorandums. • Utilize correct spacing to format blocked letters. • Type letters using mixed and open punctuation. • Calculate margins using suggested line spacings. • Produce accurate copies of modified blocked letters. • Build speed and accuracy with keying personal business letters. • Increase proficiency in formatting business letters. • Demonstrate procedures for formatting large and small envelopes. • Print accurate copies of large and small envelopes. • Format appropriate unbound and left-bound report title pages. • Process accurate copies of one-page unbound and left-bound reports.. 	<ul style="list-style-type: none"> • “Century 21 Keyboarding & Information Processing” by <i>Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson</i> • “Century 21 Computer Applications and Keyboarding”: Comprehensive, Lessons 1-150) 8th Edition by <i>Jack P. Hoggatt (Author), Jon A. Shank (Author)</i> • Desktop computers with MS Word • Keyboard • Papers 8 ½ x 10 & 8 ½ x 14 • YouTube Videos • Live Chats • Keyboarding Skills Nuggets • www.typingclub.com 	15 hours	<p>Formative Assessment:</p> <ul style="list-style-type: none"> • Use BGCSE and Pitman examinations as guides.