

Keyboarding

2008						
	Levels: I - introduced; P - practiced; M - mastered					
CONCEPT	SKILLS	LEVEL	Chapter	Teaching Notes	Illinois Learning Standards	Workplace Competencies
Review Letter Keys	a) Review home row and letter keys	IPM	1			2,3,4,7,17
Build Keyboarding Skill	a) Skill Building	IPM	2			
Review Figure Keys	a) Review Figure Keys	IPM	3			2,3,4,7,17
Build Keyboarding Skill	a) Skill Building	IPM	4			2,3,4,7,17
Learn/Review Symbol Keys	a) Learn/Review Symbol Keys	IPM	5			2,3,4,7,17
Build Keyboarding Skill	a) Skill Building	IPM	6			
Learn to Format Memos and e-mail	a) Format Memos	IPM	7		3.A,3.B	2,4,7,17
	b) Format e-mails	IPM			3.A,3.B	2,4,7,17
Learn to Format Reports	a) Unbound Reports	IPM	8		3.A	4,7,17
Learn to Format Personal-Bus. Letters	a) Format Per. Bus. Letters	IPM	9		3.A, 3.B	2,4,7,17
Learn to Format Tables	a) Format 2 column tables	IPM	10		3.B	4,7,17
	b) Format 3-4 column tables	IPM				
Prepare for Document Formatting Assessment	a) e-mail	IPM	11		3.A,3.B	
	b) letters				3.A,3.B	
	c) memos				3.A,3.B	
	d) tables				3.B	
Assessing Document Formatting Skills	a) e-mail	IPM	12		3.A,3.B	
	b) letters				3.A,3.B	
	c) memos				3.A,3.B	
	d) tables				3.B	

Building Basic Skill	a) Improve keying technique	IPM	13		
Improving E-mail and Memo Formatting Skills	a) Formatting Skills	IPM	14	3.A,3.B	
Improve Report Formatting Skills	a) Formatting Skills	IPM	15	3.A	
Building Basic Skill	a) Improve Keying Technique	IPM	16		
Improving Letter Formatting Skills	a) Format Business Letters	IPM	17	3.A,3.B	
Improving Table Formatting Skills	a) Table Formatting Skills	IPM	18	3.B	
Communication Specialists: A Workplace Sim.	a) Communication Specialists	IPM	19		
Preparing for Assessment	a) e-mail	IPM	20	3.A,3.B	
	b) letters			3.A,3.B	
	c) memos			3.A,3.B	
	d) tables			3.B	
Assessing Document Formatting Skills	a) Formatting	IPM	21		
Current Text:					
Century 21 Seventh Edition					
Computer Keyboarding					
Hoggatt, Shank, Robinson					