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|  | Unit 1: Keyboarding |  |  |
| Learning Goal | Target | Day | Activity |
| Students will demonstrate proper computer lab behavior as well as proper typing position. They will also be able to describe the key parts of the computer. | Students will know how to properly enter and exit the computer lab, by logging onto the computer, and cleaning up before they leave. | 1 | Introduction: Acceptable Use Policy; Rules for Computer Use |
| 2 | Review Entering/Exiting Rules  Identify parts of the computer  HW: Fill in Keyboard Labeling WS |
| Students will demonstrate proper keyboarding position with fingers on the home row. | 3 | Keyboard Labeling Review  Login/Logout Procedure  (practice)  Intro to Google Classroom |
| 4 | Google Classroom  Log onto Typing Program  Review Enter and Exit Procedure |
| Students will show proper typing technique and increase their typing ability to 25WPM with 80% accuracy. | Students will use a web based computer program to increase their typing ability. They should recognize the home row keys as well as other essential keys. | 5 | Log onto typing program  Lesson: PreTest |
| 6 | Log onto typing program  Lesson: |
| 7 | Log onto typing program  Lesson: |
| 8 | Log onto typing program  Lesson: |
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| 15 | Log onto typing program  Lesson: |

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| Unit 2: Keyboarding/Word Processing | | | |
| Learning Goal | Target | Day | Activity |
| Students will create and format documents, using word processing software, such as Microsoft Word and Google. | * Students will edit a document using the correct formatting tools. * Students will upload their Word Document to Google Drive and share with the teacher. * Students will be assigned anonymous pen pals who they will correspond with throughout the marking period. | 16 |  |
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| Unit 3: Keyboarding/Spreadsheets | | | |
| Learning Goal | Target | Day | Activity |
| Students will create and format spreadsheets, using spreadsheets such as Microsoft Excel and Google Sheets. | * Students will input data into a spreadsheet that was formatted by the teacher. * Students will create a table/graph using data they have entered into the spread sheet * Students will create a final project using a spreadsheet software. The teacher will set up a template for them to fill in. | 31 |  |
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| 49 | What Color Are Your Skittles Final Project |
| 50 | What Color Are Your Skittles Final Project |