

Weekly Lesson Plans
 Teacher: Ky Baumgard
 Subject: Keyboarding
 Week of: Jan. 21

Date	Objectives	Activities	Assessment	Assignment
Monday				
Tuesday	Let's get to know each other Explain class expectations Explain computer set up Importance of good technique	Sharing session Course outline Technique	Observation technique	
Wednesday	Learn the home keys, the space bar, and the Enter key. Proper keyboarding technique Professionalism in the workplace	Lesson 1 Demonstrate technique	Observe technique Pretest vs Posttest	p. 2-6, A-L
Thursday	Learn the H, E, and O keys Proper keyboarding technique Professionalism in the workplace	Lesson 2 Review technique p. 7, A-B p. 8, E-O	Observe technique Pretest vs Posttest	p. 9, E-H
Friday	Learn the M, R, and I keys Demonstrate proper keyboarding technique	Lesson 3, A-D	Observe technique Pretest vs Posttest Peer evaluation	p. 12, F-H