

Weekly Lesson Plans  
 Teacher: Ky Baumgard  
 Subject: Keyboarding  
 Week of: March 17

Date	Objectives	Activities	Assessment	Assignment
<b>Monday</b>	Learn the 7, 8, and 9 keys on a numeric keypad Improve on composing on the keyboards Improve on keyboarding speed and accuracy Improve on technique	Lesson 29 A-C Story - writing	Timings Observe technique	Lesson 29 F, H, I
<b>Tuesday</b>	Review numeric keypad Review the alphabet and shift key Compose at the keyboard Improve keyboard technique	Lesson 30 A-E, G	Timings Grade technique	Lesson 30 F, H, I
<b>Wednesday</b>	Learn the 1, 2, and 3 keys on the numeric keypad Improve on speed and accuracy Improve keyboard technique Compose at the keyboard	Lesson 31 A-C Halloween activity	Timings Observe technique	Lesson 31 E and H
<b>Thursday</b>	Learn O and decimal keys on the numeric keypad Improve on speed and accuracy Improve on keyboard technique	Lesson 32 A-E, G	Timings Grade technique	Lesson 32 F, H, I
<b>Friday</b>	Review numeric keypad Review numbers and symbols Improve on speed and accuracy Improve on keyboard technique Compose at the keyboard	Lesson 33 A-D, F, H	Timings Observe technique	Lesson 33 E, G, I