

# Keyboarding Course Syllabus – By Week Number

For: One Day Academy  
Instructor: Mrs. Gaiser  
Last Updated: August 30, 2018



## Week 1. Introduction to class:

- A. *Getting to know the instructor – Mrs. Gaiser [sgaiser@gmail.com](mailto:sgaiser@gmail.com)*
- B. *Classroom Rules*
  - 1. No eating in classroom
  - 2. All drinks must be tightly sealed
  - 3. No surfing internet in class
  - 4. Silence & put away your cell phone
- C. *Scope of this course – Keyboarding vs. Typing*
- D. *Getting to know my laptops & mice*
- E. *Student Textbook: [Keyboarding for Homeschoolers](#), by Sandra Gaiser*

Choose a dish towel to bring to class & to practice at home to cover your hands.

- F. **Homework:**
  - Lesson Practice is at the end of each chapter
  - Type for 10-20 minutes daily, depending on your skill level
  - 4 days of typed homework practice turned in WEEKLY
  - Your grade depends on it**
  - You may print it & hand it in or EMAIL it to [sgaiser@onedayacademy.com](mailto:sgaiser@onedayacademy.com)
- G. *Typing Tests schedule in the back of your text*
- H. *Lesson 1: Introduction (pre-test)*

Week 2. Lesson 2: Spacebar & ENTER key

Week 3. Lesson 3: F J D K keys

Week 4. Lesson 4: S L A ; (semicolon) keys **(Test)**

Week 5. Lesson 5: G H E I keys

Week 6. Lesson 6: N V U T keys **(Test)**

Week 7. Lesson 7: W O X . (period) keys

Week 8. Lesson 8: R M C keys **(Test)**

Week 9. Lesson 9: B Y keys

Week 10. Lesson 10: Articles & Conjunctions **(Test)**

Week 11. Lesson 11: Q P Z , (comma) keys

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Week 12. Lesson 12: Shift keys vs. Caps Lock key (Test)

\*\*\*\*\*Thanksgiving Break\*\*\*\*\*

Week 13. Lesson 13: Prefixes

Week 14. Lesson 14: : (colon) ' apostrophe " (quotes) (Test)

Week 15. Lesson 15: ? (question mark) / \ (slashes) | (pipe)

\*\*\*\*\*Christmas Break\*\*\*\*\*

Week 16. Lesson 16: Suffixes (Test)

Week 17. Lesson 17: Helping Verbs

Week 18. Lesson 18: \_ - Delete Backspace (Test)

Week 19. Lesson 19: Brackets

Week 20. Lesson 20: Pangrams (Test)

Week 21. Lesson 21: Alignment, Tab Key

Week 22. Lesson 22: 1 ! 2 @ (Test)

Week 23. Lesson 23: Pronouns

Week 24. Lesson 24: 9 ( 0 ) keys (Test)

Week 25. Lesson 25: 20 Most Common Words

\*\*\*\*\*Spring Break\*\*\*\*\*

Week 26. Lesson 26: 3 # 4 \$ (Test)

Week 27. Lesson 27: Writing a Friendly Letter

Week 28. Lesson 28: 5 % 6 ^ (Test)

Week 29. Lesson 29: Prepositions

Week 30. Lesson 30: 7 & 8 \* (Test)

Week 31. Lesson 31: Math Keys = + - \* /

Week 32. Lesson 32: Using the Numeric Keypad (Test)

Week 33. Lesson 33: The Business Letter

Week 34. Lesson 34: Make Your Certificate of Completion (Final Test)