

Curriculum Map 2023-2024

Teacher: Brenda Gill

Subject: Keyboarding and OCC Career Readiness

MONTH	UNIT	Lessons or skills covered
August	6th Grade Keyboarding	Emphasis on Home Row keys; Using Nitro type daily; copy and paste skills; bulleted numbering lists
September		Teaching DOCS Ribbon; Sending assignments through Google Classroom; emphasis on Upper Row Keys; Using Keyboarding Online Website
October		Emphasis on Home Row and Upper Row Keys; Monthly themed Collages; Nitro Type; Split screen usage
November		Emphasis on Lower Row Keys; typing punctuation; Keyboarding Online Website Nitro type daily
December		Focus on using the Numeric Keypad for typing numbers; Monthly Collage, typing bulleted lists in multiple forms
January	8th Grade OCC Career Readiness	Introduction to using Nextsteps.idaho.gov Career Videos; Notes for "Career" Vocabulary; Career Collages
February		Using iCEV website; Nextsteps surveys; Dream Job Slideshow; watching "DirtyJobs" with Mike Rowe; Guest Speaker
March		Focus on 4-Year Plans for high school
April		Idaho After Graduation Pamphlets; Idaho College Slideshow; watching "DirtyJobs" with Mike Rowe; Guest Speaker

May		Continuing iCEV Website usage; Present slideshow of an Idaho College (or Military) Guest Speaker
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