**Name:** Alexa Kupillas

**Date and time that the lesson will be taught:** Week of April 7th (this is benchmark week so I will only see this class one time this week)

**Lesson Title:** Learning the Numeric Keys

**Name of Class:** Keyboarding

**Curriculum Framework Unit and Item:**

Unit 1: Basic Knowledge

 1.7 Identify alpha-numeric keys/symbols using the touch method

**Objectives:**

Students will learn and use correct finger placement and technique when typing.

**Content to be presented in lesson:**

**Terminology:**

* Technique
* Reach
* Homerow
* Enter
* Space bar
* Microtype
* Keyboard
* Software
* GWAM

**Learning activities:**

Numeric lesson 14 and skill building in Microtype

**Evaluation/assessment of student learning:**

Students will be assessed for using good technique while typing and for performance. I will grade for performance off of their weekly Microtype assignment report.

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**References:**

Microtype

Textbook

**Materials and equipment needed for lesson:**

Microtype

Computer Access

Textbook

**Special Accommodations**:

Some of my students need extended time on assignments. They will be given a due date three days past the original due date.