Norwich City Schools
Electronic Information Processing (EIP)

**Overarching Enduring Understanding:** In our world of ever-changing technology and fast-paced communication in order to be a productive and successful member of society it is essential that one possess the basic skill of keyboarding.

**Overarching Essential Question:** How do I develop more competent keyboarding skills? Why is this an essential skill to have?

**Topic:** Proper Typing Technique and Reinforcing Keyboarding Skills

**Transferable Concepts:**

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Subtopic</th>
<th>Big Ideas</th>
<th>Declarative Knowledge (Concepts)</th>
<th>Procedural Knowledge (Skills)</th>
<th>Vocabulary/Key Terms</th>
</tr>
</thead>
</table>
| Select and use appropriate technology to complete a task. (CDOS – 3a) | o Proper Typing Technique  
 o Home Row of Keys  
 o Letter Keystrokes  
 o Number Keystrokes  
 o Symbol Keystrokes  
 o Formatting Guidelines  
 o Proofreader’s Marks  
 o Timed Writings | **Enduring Understanding:** Students will effectively use proper typing technique to develop more competent keyboarding skills. They will use this method of typing to improve and reinforce their keyboarding skills. The students will establish a goal of increasing their NWAM (Net Words a Minute) by the conclusion of the course. | At the conclusion of this unit of study, the student will be able to understand the following concepts:  
 o Proper Typing Technique  
 o Home Row of Keys  
 o Letter Keystrokes  
 o Number Keystrokes  
 o Symbol Keystrokes  
 o Formatting Guidelines  
 o Proofreader’s Marks  
 o Timed Writings | o type using proper typing technique  
 o perform the correct keystrokes for all letters, numbers, and symbols using proper typing technique  
 o utilize special keys and keystrokes to become a more competent typist  
 o manipulate a document by formatting it after receiving a given set of guidelines  
 o proofread a document and insert proofreader’s marks to make necessary corrections  
 o effectively make adjustments to a document by reading proofreader’s marks  
 o performing timed writings enables a student to view progress and identify areas for improvement  
 o timed writings enable a student to calculate their NWAM (Net Words a Minute) from the results | o Proper Typing Technique  
 o Home Row  
 o Space Bar  
 o Shift Keys  
 o Tab Key  
 o Control Key  
 o Caps Lock Key  
 o Backspace Key  
 o Delete Key  
 o Insert Key  
 o Page Setup  
 o Margins  
 o Portrait  
 o Landscape  
 o Header  
 o Footer  
 o Proofreader’s Marks  
 o Hard Return  
 o Soft Return  
 o GWAM  
 o NWAM |

**Essential Question:**

How do I develop more competent keyboarding skills?

What are the features of typing using proper typing technique?

Why is keyboarding an essential skill to have?
**Norwich City Schools**
**Electronic Information Processing (EIP)**

**Overarching Enduring Understanding:** In our world of ever-changing technology and fast-paced communication in order to be a productive and successful member of society it is essential that one possess the basic skill of keyboarding.

**Overarching Essential Question:** How do I develop more competent keyboarding skills? Why is this an essential skill to have?

**Topic:** Memos and E-Mail Messages

**Transferable Concepts:**

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Subtopic</th>
<th>Big Ideas</th>
<th>Declarative Knowledge (Concepts)</th>
<th>Procedural Knowledge (Skills)</th>
<th>Vocabulary/Key Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select and use</td>
<td>Proper Typing Technique</td>
<td>Enduring Understanding: Students will effectively use proper typing</td>
<td>At the conclusion of this unit of study, the student will be able to understand the following</td>
<td>o type using proper typing technique</td>
<td>o Interoffice Memorandum</td>
</tr>
<tr>
<td>appropriate technology</td>
<td>Formatting Guidelines</td>
<td>technique to develop more competent keyboarding skills.</td>
<td>concepts:</td>
<td>o produce business documents using appropriate technology (e.g., memorandums and E-Mail</td>
<td>o Memo Margins</td>
</tr>
<tr>
<td>to complete a task.</td>
<td>Proofreader’s Marks</td>
<td></td>
<td>o Proper Typing Technique</td>
<td>messages)</td>
<td>o Headings</td>
</tr>
<tr>
<td>(CDOS – 3a)</td>
<td>Interoffice Memorandums</td>
<td></td>
<td>o Formatting Guidelines</td>
<td>o producing business documents helps increase communication skills, while it also allows</td>
<td>o Reference Initials</td>
</tr>
<tr>
<td>Select and</td>
<td>Reference Initials</td>
<td></td>
<td>o Prooﬁder’s Marks</td>
<td>students the opportunity to reinforce and improve their keyboarding skills</td>
<td>o Attachment &amp; Enclosure Notations</td>
</tr>
<tr>
<td>communicate</td>
<td>Special Notations</td>
<td></td>
<td>o Interoffice Memorandums</td>
<td>o manipulate a business document by formatting it after receiving a given set of</td>
<td>o E-Mail Message</td>
</tr>
<tr>
<td>information in an</td>
<td>E-Mail Message</td>
<td></td>
<td>o Reference Initials</td>
<td>guidelines</td>
<td>o Bold</td>
</tr>
<tr>
<td>appropriate format.</td>
<td>Timed Writings</td>
<td></td>
<td>o Special Notations</td>
<td>o effectively make adjustments to a business document by reading proofreader’s marks</td>
<td>o Tab Key</td>
</tr>
<tr>
<td>(CDOS – 3a)</td>
<td></td>
<td></td>
<td>o E-Mail Message</td>
<td>o performing timed writings enables a student to view progress and identify areas for</td>
<td>o Caps Lock Key</td>
</tr>
<tr>
<td>Use technology to</td>
<td></td>
<td></td>
<td>o Timed Writings</td>
<td>improvement</td>
<td>o Double Space</td>
</tr>
<tr>
<td>acquire, organize,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>o Triple Space</td>
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<tr>
<td>and communicate</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>information by</td>
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<td></td>
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<tr>
<td>entering,</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>modifying,</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>retrieving, and</td>
<td></td>
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</tr>
<tr>
<td>storing data.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(CDOS – 3a)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select, apply, and</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>troubleshoot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hardware and</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>software used in the</td>
<td></td>
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<td></td>
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<tr>
<td>processing of</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>business transactions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(CDOS – 3b)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Additional Performance Indicator**

Prepare, maintain, interpret/analyze, and transmit/distribute information in a variety of formats while demonstrating the oral, nonverbal, and written communication skills essential for working in today’s international service, information, technological based economy. (CDOS – 3b)

**Enduring Understanding:**

Students will effectively use proper typing technique to develop more competent keyboarding skills.

Students will use touch keyboarding techniques to produce business documents. (e.g., Memorandums, E-Mail Messages)

**Essential Question:**

What is an Interoffice Memorandum and why would I use it?

What are the correct formatting guidelines for a Memo and E-Mail Message?

Why is it important to format these documents correctly?

Why is keyboarding an essential skill to have?

At the conclusion of this unit of study, the student will be able to understand the following concepts:

- o Proper Typing Technique
- o Formatting Guidelines
- o Proofreader’s Marks
- o Interoffice Memorandums
- o Reference Initials
- o Special Notations
- o E-Mail Message
- o Timed Writings

- o type using proper typing technique
- o produce business documents using appropriate technology (e.g., memorandums and E-Mail messages)
- o producing business documents helps increase communication skills, while it also allows students the opportunity to reinforce and improve their keyboarding skills
- o manipulate a business document by formatting it after receiving a given set of guidelines
- o effectively make adjustments to a business document by reading proofreader’s marks
- o performing timed writings enables a student to view progress and identify areas for improvement
Norwich City Schools
Electronic Information Processing (EIP)

**Overarching Enduring Understanding:** In our world of ever-changing technology and fast-paced communication in order to be a productive and successful member of society it is essential that one possess the basic skill of keyboarding.

**Overarching Essential Question:** How do I develop more competent keyboarding skills? Why is this an essential skill to have?

**Topic:** Unbound Reports and Bound Reports

**Transferable Concepts:**

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Subtopic</th>
<th>Big Ideas</th>
<th>Declarative Knowledge (Concepts)</th>
<th>Procedural Knowledge (Skills)</th>
<th>Vocabulary/Key Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select and use appropriate technology to complete a task. (CDOS – 3a)</td>
<td>o Proper Typing Technique</td>
<td>Students will effectively use proper typing technique to develop more competent keyboarding skills.</td>
<td>o type using proper typing technique</td>
<td>o Unbound Report</td>
<td>o Unbound Report</td>
</tr>
<tr>
<td>Select and communicate information in an appropriate format. (CDOS – 3a)</td>
<td>o Formatting Guidelines</td>
<td>Students will use touch keyboarding techniques to produce business documents. (e.g., Unbound Reports)</td>
<td>o produce business documents using appropriate technology (e.g., unbound reports and bound reports)</td>
<td>o Bound Reports</td>
<td>o Bound Reports</td>
</tr>
<tr>
<td>Use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data. (CDOS – 3a)</td>
<td>o Proofreader’s Marks</td>
<td></td>
<td>o producing business documents helps increase communication skills, while it also allows students the opportunity to reinforce and improve their keyboarding skills</td>
<td>o Report Margins</td>
<td>o Report Margins</td>
</tr>
<tr>
<td>Select, apply, and troubleshoot hardware and software used in the processing of business transactions. (CDOS – 3b)</td>
<td>o Internal Spacing</td>
<td></td>
<td>o manipulate a business document by formatting it after receiving a given set of guidelines</td>
<td>o Page Numbers</td>
<td>o Page Numbers</td>
</tr>
<tr>
<td></td>
<td>o Textual Citations</td>
<td></td>
<td>o effectively make adjustments to a business document by reading proofreader’s marks</td>
<td>o Textual Citations</td>
<td>o Textual Citations</td>
</tr>
<tr>
<td></td>
<td>o Long Quotations</td>
<td></td>
<td>o performing timed writings enables a student to view progress and identify areas for improvement</td>
<td>o Endnote</td>
<td>o Endnote</td>
</tr>
<tr>
<td></td>
<td>o Enumerated Items</td>
<td></td>
<td></td>
<td>o Footnote</td>
<td>o Footnote</td>
</tr>
<tr>
<td></td>
<td>o Headings and Subheadings</td>
<td></td>
<td></td>
<td>o Italics</td>
<td>o Italics</td>
</tr>
<tr>
<td></td>
<td>o Timed Writings</td>
<td></td>
<td></td>
<td>o Reference List</td>
<td>o Reference List</td>
</tr>
</tbody>
</table>

**Essential Question:**

What is an Unbound Report and why would I use it?

What are the correct formatting guidelines for an Unbound Report?

Why is it important to format this type of document correctly?

Why is keyboarding an essential skill to have?
Norwich City Schools  
Electronic Information Processing (EIP)

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**Overarching Essential Question:** How do I develop more competent keyboarding skills? Why is this an essential skill to have?

**Topic:** Business Letters and Personal Business Letters

**Transferable Concepts:**

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Subtopic</th>
<th>Big Ideas</th>
<th>Declarative Knowledge (Concepts)</th>
<th>Procedural Knowledge (Skills)</th>
<th>Vocabulary/Key Terms</th>
</tr>
</thead>
</table>
| Select and use ...   | o Proper Typing Technique  
| appropriate technology to complete a task. (CDOS – 3a) | o Formatting Guidelines  
| o Proofreader’s Marks | o Business Letters  
| o Personal Business Letters  
| o Parts of a Business Letter  
| o Block vs. Modified Block Letters  
| o Punctuation Options  
| o Paragraph Options  
| o Timed Writings |      | At the conclusion of this unit of study, the student will be able to understand the following concepts: | o type using proper typing technique  
|                  | o Validating Reviews  
|                  | o Specialization | o produce business documents using appropriate technology (e.g., business letter and personal business letter)  
|                  | o Analysis | o producing business documents helps increase communication skills, while it also allows students the opportunity to reinforce and improve their keyboarding skills | o produce business documents | o Business Letter  
|                  | o Evaluation | o manipulate a business document by formatting it after receiving a given set of guidelines | o manipulate a business document by formatting it after receiving a given set of guidelines | o Personal  
|                  | o Research | o effectively make adjustments to a business document by reading proofreader’s marks | o effectively make adjustments to a business document by reading proofreader’s marks | o Block Letter  
|                  | o Synthesis | o performing timed writings enables a student to view progress and identify areas for improvement | o performing timed writings enables a student to view progress and identify areas for improvement | o Modified Block Letter  
|                  | o Conclusion | | | o Block Paragraphs  
|                  | o Design | | | o Indented Paragraphs |

**Additional Performance Indicator:**

| Prepare, maintain, interpret/analyze, and transmit/distribute information in a variety of formats while demonstrating the oral, nonverbal, and written communication skills essential for working in today’s international service, information, technological based economy. (CDOS – 3b) |

**Enduring Understanding:**

Students will effectively use proper typing technique to develop more competent keyboarding skills.

Students will use touch keyboarding techniques to produce business documents. (e.g., Business Letters and Personal Business Letters)

**Essential Question:**

Why would I write a Business Letter?

What is the difference between a Business Letter and a Personal Business Letter?

What are the correct formatting guidelines for a Business Letter?

Why is it important to format this type of document correctly?

Why is keyboarding an essential skill to have?
**Norwich City Schools**

**Electronic Information Processing (EIP)**

**Overarching Enduring Understanding:** In our world of ever-changing technology and fast-paced communication in order to be a productive and successful member of society it is essential that one possess the basic skill of keyboarding.

**Overarching Essential Question:** How do I develop more competent keyboarding skills? Why is this an essential skill to have?

**Topic:** Tables

**Transferable Concepts:**

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Subtopic</th>
<th>Big Ideas</th>
<th>Declarative Knowledge (Concepts)</th>
<th>Procedural Knowledge (Skills)</th>
<th>Vocabulary/Key Terms</th>
</tr>
</thead>
</table>
| Select and use appropriate technology to complete a task. (CDOS – 3a) | o Proper Typing Technique  
 o Formatting Guidelines  
 o Proofreader’s Marks  
 o Tables  
 o Parts of a Table  
 o Table Formatting Features  
 o Timed Writings | Enduring Understanding: Students will effectively use proper typing technique to develop more competent keyboarding skills. 
 Students will use touch keyboarding techniques to produce items that would be found within business documents. (e.g., Tables) | At the conclusion of this unit of study, the student will be able to understand the following concepts:  
 o Proper Typing Technique  
 o Formatting Guidelines  
 o Proofreader’s Marks  
 o Tables  
 o Parts of a Table  
 o Table Formatting Features  
 o Timed Writings | o type using proper typing technique  
 o produce business documents using appropriate technology (e.g., tables)  
 o producing business documents helps increase communication skills, while it also allows students the opportunity to reinforce and improve their keyboarding skills  
 o manipulate a business document by formatting it after receiving a given set of guidelines  
 o effectively make adjustments to a business document by reading proofreader’s marks  
 o performing timed writings enables a student to view progress and identify areas for improvement | o Table  
 o Main Title  
 o Secondary Title  
 o Column  
 o Row  
 o Column Heading  
 o Row Heading  
 o Source Note  
 o Gridlines  
 o Vertical Placement  
 o Horizontal Placement  
 o Column Width  
 o Row Height  
 o Vertical Alignment  
 o Horizontal Alignment |

**Additional Performance Indicator**

Prepare, maintain, interpret/analyze, and transmit/distribute information in a variety of formats while demonstrating the oral, nonverbal, and written communication skills essential for working in today’s international service, information, technological based economy. (CDOS – 3b)

**Essential Question:** Why would I write a Business Letter?

What is the difference between a Business Letter and a Personal Business Letter?

What are the correct formatting guidelines for a Business Letter?

Why is it important to format this type of document correctly?

Why is keyboarding an essential skill to have?
Norwich City Schools
Electronic Information Processing (EIP)

**Overarching Enduring Understanding:** In our world of ever-changing technology and fast-paced communication in order to be a productive and successful member of society it is essential that one possess the basic skill of keyboarding.

**Overarching Essential Question:** How do I develop more competent keyboarding skills? Why is this an essential skill to have?

**Topic:** Integrated Workplace Simulation

### Transferable Concepts:

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Subtopic</th>
<th>Big Ideas</th>
<th>Declarative Knowledge (Concepts)</th>
<th>Procedural Knowledge (Skills)</th>
<th>Vocabulary/Key Terms</th>
</tr>
</thead>
</table>
| Use academic knowledge and skills in an occupational context, and demonstrate the application of these skills by using a variety of communication techniques. (CDOS – 2) | o Proper Typing Technique  
 o Formatting Guidelines  
 o Proofreader’s Marks  
 o Workplace Simulation Key Terms and Information  
 o Business Letters  
 o Unbound Reports  
 o Memorandums  
 o E-Mail Messages  
 o Tables  
 o Timed Writings | **Enduring Understanding:** Students will effectively use proper typing technique to develop more competent keyboarding skills. Students will use touch keyboarding techniques to produce business documents. (e.g., Business Letter, Unbound Reports, Memorandums, E-Mail Messages, Agendas, Tables, and Organizational Charts) | At the conclusion of this unit of study, the student will be able to understand the following concepts:  
 o Proper Typing Technique  
 o Formatting Guidelines  
 o Proofreader’s Marks  
 o Workplace Simulation Key Terms and Information  
 o Business Letters  
 o Unbound Reports  
 o Memorandums  
 o E-Mail Messages  
 o Tables  
 o Timed Writings | o type using proper typing technique  
 o produce business documents using appropriate technology  
 o producing business documents helps increase communication skills, while it also allows students the opportunity to reinforce and improve their keyboarding skills  
 o manipulate a business document by formatting it after receiving a given set of guidelines  
 o effectively make adjustments to a business document by reading proofreader’s marks  
 o effectively make use of information obtained on the company web site to help produce business documents  
 o performing timed writings enables a student to view progress and identify areas for improvement | o Communication Specialist  
 o Macros  
 o CEO  
 o Branch Manager  
 o Table  
 o Business Letter  
 o Job Description  
 o E-Mail Message  
 o Seminar  
 o Seminar Objectives  
 o Agenda  
 o Memorandum  
 o Unbound Report  
 o Footnotes  
 o Organizational Chart  
 o All Key Terms associated with previous topics |

### Essential Question:

What are the correct formatting guidelines for specific Business Documents? Why is it important to format these types of document correctly? What is a Macro and why would I use it to help me complete Business Documents? Why is keyboarding an essential skill to have?
Norwich City Schools
Electronic Information Processing (EIP)

**Overarching Enduring Understanding:** In our world of ever-changing technology and fast-paced communication in order to be a productive and successful member of society it is essential that one possess the basic skill of keyboarding.

**Overarching Essential Question:** How do I develop more competent keyboarding skills? Why is this an essential skill to have?

**Topic:** Integrated Workplace Simulation (continued)

**Transferable Concepts:**

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Subtopic</th>
<th>Big Ideas</th>
<th>Declarative Knowledge (Concepts)</th>
<th>Procedural Knowledge (Skills)</th>
<th>Vocabulary/Key Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select and use appropriate technology to complete a task. (CDOS – 3a)</td>
<td>Additional Performance Indicators</td>
<td>Enduring Understanding:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select and communicate information in an appropriate format. (CDOS – 3a)</td>
<td></td>
<td>Students will effectively use proper typing technique to develop more competent keyboarding skills.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data. (CDOS – 3a)</td>
<td></td>
<td>Students will use touch keyboarding techniques to produce business documents. (e.g., Business Letter, Unbound Reports, Memorandums, E-Mail Messages, Agendas, Tables, and Organizational Charts)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate an understanding of how systems performance relates to the goals, resources, and functions of an organization. (CDOS – 3b)</td>
<td></td>
<td>Identify, organize, plan, and allocate resources (e.g., financial, materials/facilities, human, time) in demonstrating the ability to manage their lives as learners, contributing family members, globally competitive workers, and self-sufficient individuals. (CDOS 3b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select, apply, and troubleshoot hardware and software used in the processing of business transactions. (CDOS - 3b)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Essential Question:**

What are the correct formatting guidelines for specific Business Documents?

Why is it important to format these types of document correctly?

What is a Macro and why would I use it to help me complete Business Documents?

Why is keyboarding an essential skill to have?