

**REDBANK VALLEY SCHOOL DISTRICT  
BUSINESS CURRICULUM MAP**

**KEYBOARDING**

WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9
*Posture *Finger Technique *Homerow Keys *File Management *Logging In, Saving Files, Opening Files	*Touch Techniques of Alphabetic Keys *H & E *I & R *O & T	*Touch Techniques of Alphabetic Keys *N & G *Left Shift & Period *U & C *W & Right Shift	*Touch Technique of Alphabet *B & Y *M & X *P & V *Q & Comma	*Touch Technique of Alphabet *Speed *Z & Colon *Caps Lock & Question Mark *Tab Key	*Numeric Key Pad *Numbers *Symols *Additional Punctuation Marks	*Basic Word Processing Techniques *Speed Building *Skill Building *Timing	*Personal Letter Format	*Unbound Report