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Assignments – complete one section each week – start dates are listed below

You can work ahead but if you get behind or are out of school it becomes homework. These are in addition to our regular assignments and projects – you must manage your time to complete them.

1. Start with Tech Readiness – Computer Basics. There are 4 lessons which should not take long. (Aug. 19)
2. Internet Basics – 5 lessons total – most important is Internet Search Tips!! This is a skill everyone should have. (Aug. 26)
3. Career Prep- Workplace Professionalism (Sept. 3)
4. Technology in the work place (Sept. 9)
5. Word Processing (Sept. 16)
6. Beginner Typing- Getting Started (Sept. 23)
7. Beginner Typing - Reaching Out (Sept. 30)
8. Beginner Typing- The Home Stretch (Oct. 7)
9. Beginner Typing- Wrapping Up (Oct. 15)
10. Intermediate Typing- Intermediate Lessons (Oct. 21)
11. Intermediate Typing- On to Sentences (Oct. 28)
12. Intermediate Typing- Wrapping Up (Nov. 4)
13. Advanced Typing- Advanced Lessons (Nov. 11)
14. Advanced Typing- Wrapping Up (Nov. 18)

Goals and Scales for each lesson are on the following page. Must review each one before beginning the lesson to know what you should be learning in each lesson.

Typing.com Computer Basics (#1)

Learning Target: Learn parts of a computer, what makes it run, basic computer ethics, and all about peripherals.

LEARNING GOAL & SCALE: Standard	
4	Student will be successful in level 3 and: Understand how to clean the inside of a computer, hook up peripherals for first time use, and discuss research on computer ethics and the effect technology has on society.
3	Student will: Explain and understand the parts of a computer (Standards 2.01, 2.02, 2.03, 1.07) <ul style="list-style-type: none">➤ Know what makes a computer run➤ Peripheral use- what each one does and how to use them➤ Discuss and understand basic computer ethics
2	Student will: Define: Peripherals (mouse, keyboard, monitor, etc.), ethics, computer architecture.
1	With help from the teacher, the student has partial success with the current content.

Typing.com Internet Basics (#2)

Learning Target: Demonstrate understanding of the internet, surfing safety, email rules, and proficiency using search engines.

LEARNING GOAL & SCALE: Standard	
4	Student will be successful in level 3 and: Demonstrate how to set up e-mail for the first time and configure all preferences. Use advanced calendar and meeting settings to fully understand how businesses use Outlook and other e-mail applications. Set up bookmarks for important sites we will use in class.
3	Student will: Demonstrate understanding of internet connection and access (Standards 10.01, 10.02, 10.03, 10.04, 11.04) <ul style="list-style-type: none">➤ Demonstrate proficiency in bookmarks, e-mail configurations, and address books.➤ Demonstrate proficiency using search engines and tools.➤ Describe appropriate use of social networking sites, cyber and surfing safety.
2	Student will: Define: Internet, web address, GUI browsers, intranet, copyright laws, regulatory control, search engine, URL (com, org, edu, gov, net). Understand how to access the internet and basic use of search engines.
1	With help from the teacher, the student has partial success with the current content.

Typing.com Workplace Professionalism (#3)

Learning Target: Demonstrate time management, oral and written communication skills, and professionalism.

LEARNING GOAL & SCALE: Standard	
4	Student will be successful in level 3 and: Use business English skills to demonstrate skills learned by writing a professional cover letter explaining skills and strengths with no grammatical errors.
3	Student will: Demonstrate knowledge of information systems to accomplish job objectives and enhance performance (Standards 1.0, 1.05, 8.01, 8.03, 9.01, 9.04) <ul style="list-style-type: none">➤ Demonstrate good time management practices including defining goals, organizing to-do lists, prioritizing, and utilizing technology.➤ Demonstrate oral and written communication skills key to collaboration.➤ Understand professionalism and conduct yourself in a manner appropriate for your wanted profession.
2	Student will: Define: Professionalism, soft skills, ethics, rules, laws, regulations, leadership, time management. Understand basic grammar and business English.
1	With help from the teacher, the student has partial success with the current content.

Typing.com Technology in the Workplace (#4)

Learning Target: Demonstrate an understanding of ethics, values and privacy. Understand computer hardware, maintenance, and how to evaluate Word processing software.

LEARNING GOAL & SCALE: Standard	
4	Student will be successful in level 3 and: Perform maintenance of equipment including software updates, security updates, and backing up files. Discuss ethics and values with peers while demonstrating an in depth understanding of them.
3	Student will: Demonstrate knowledge of ethics, values, privacy, computer hardware, and maintenance (Standards 1.06, 1.07, 2.04, 2.05, 4.01) <ul style="list-style-type: none">➤ Demonstrate understanding of ethics, values, and privacy as it relates to technology in the workplace.➤ Demonstrate advanced understanding and can discuss computer components including CPU, motherboard, keyboard, mouse, microphone, scanner, monitor, printer, and RAM.➤ Explore various word processing software programs.
2	Student will: Define: ethics, values, privacy, netiquette, digital citizenship, hardware, software, word processing, processing, input, output, storage. Basic understanding of hardware and what each component does.
1	With help from the teacher, the student has partial success with the current content.

Typing.com Word Processing (#5)

Learning Target: Demonstrate an understand of Microsoft Word and business correspondence.

LEARNING GOAL & SCALE: Standard	
4	Student will be successful in level 3 and: Write a letter without the use of a template demonstrating proofreading skills, parts of a letter, and business correspondence skills.
3	Student will: Utilize word processing application to enhance the effectiveness of communication skills (Standards 4.0, 4.01, 4.03, 4.06) <ul style="list-style-type: none">➤ Demonstrate proofreading skills and apply proofreader's marks➤ Understand block style letters, envelopes, and how to format a formal report using Microsoft Word.➤ Know how to create and present oral and visual reports.
2	Student will: Define: proofread, edit, business correspondence, salutation, attachment. List different types of business correspondence, parts of a letter
1	With help from the teacher, the student has partial success with the current content.

Typing.com Beginner, Intermediate, and Advanced Lessons (#6-14)

Learning Target: Learn proper keyboarding techniques and type at least 30 WPM at 80% accuracy.

LEARNING GOAL & SCALE: Standard	
4	Student will be successful in level 3 and: Develop advanced keyboarding skills- type at least 50 WPM at 90% accuracy.
3	Student will: Develop intermediate keyboarding skills- type at least 30 WPM with 80% accuracy or higher. Complete Advanced typing lessons on typing.com. (Standards 1.01, 1.04)
2	Student will: Develop basic keyboarding foundations- proper hand placement. Use reference manuals (on-line software and tutorials).
1	With help from the teacher, the student has partial success with the current content.