

	<u>Keyboarding</u>	<u>IT Fundamentals</u>	<u>MOS Word</u>
Week 1	<ul style="list-style-type: none"> • Proper Keying Technique • Home Row • Introduction to the QWERTY Keyboard 		
Week 2	<ul style="list-style-type: none"> • 8 Keys • Proper Keying Technique 	<ul style="list-style-type: none"> • Basic Navigation • File Management • Local/Cloud Storage • Email 	
Week 3	<ul style="list-style-type: none"> • 8 Keys • Proper Keying Technique 	<ul style="list-style-type: none"> • Basic Computing • IOT • Processing • Devices/Peripherals • External Devices/Hardware 	<ul style="list-style-type: none"> • Add MOS Word Activity that will demonstrate knowledge of Basic Computing or Troubleshooting
Week 4 *Progress Reports	<ul style="list-style-type: none"> • 8 Keys • Proper Keying Technique 	<ul style="list-style-type: none"> • Internal Computing Components • Common Storage Devices • CPU Types and Descriptions • Trouble Shooting Steps 	<ul style="list-style-type: none"> • Introduction to Word/Gmetrix • IT Series
Week 5	<ul style="list-style-type: none"> • 8 Keys • Proper Keying Technique 	<ul style="list-style-type: none"> • Operating systems 	<ul style="list-style-type: none"> • GMetrix or IT Series
Week 6	<ul style="list-style-type: none"> • 8 Keys • Proper Keying Technique 	<ul style="list-style-type: none"> • Application Software 	<ul style="list-style-type: none"> • GMetrix or IT Series
Week 7	<ul style="list-style-type: none"> • 8 Keys Proper Keying Technique 	<ul style="list-style-type: none"> • The Internet 	<ul style="list-style-type: none"> • GMetrix or IT Series
Week 8	Review	<ul style="list-style-type: none"> • Web Browsers 	<ul style="list-style-type: none"> • GMetrix or IT Series
Week 9	MIDTERM EXAM	MIDTERM EXAM	MIDTERM EXAM