

Keyboarding - Weekly Task List & Performance Objectives

Week 1.5:

- Introductions: Class, teacher & student
- Classroom Procedures, Rules & Regulations, Student Code of Conduct
- Future goals
- Teacher & Student Expectations
- Student responsibilities: be on-time, ask questions, be organized, be kind & respectful
- File and folder creation. Data organization. Saving, sharing and H:(Drive) importance
- Computer Safety: Workstation and Internet

Computer OSHA safety quiz. Refer to the website below for reading and to find response answers:

<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>

McAfee virus protection and internet security website.

Refer to the website below for reading and to find response answers:

http://us.mcafee.com/en-us/landingpages/quiz_teen.asp?cid=40968

McAfee internet safety plan website, information for all families and users.

https://promos.mcafee.com/en-US/PDF/US_Internet_Safety_Plan.pdf

- Personal Introduction Assignment – on website and on H drive
1. Materials needed: Folder, pen/pencil, paper in folder for class notes
 2. Folders will be collected on occasion by teacher to see if all notes and materials are being organized