

If you print this page, print in grayscale.

If you print this page, you will not be able to use the links on a printed page.



Keyboarding 1 – Week 1 Assignments – Lessons

Week	Module	Lessons	Pages in ebook	Teaching/Learning/Evaluation Content
1 Mon. 8/24	Level 1	SAM		Watch How to Get Started in SAM (Institution Key, T2025199) Pre-assessment – Watch Keyboarding in SAM – Timed Writings Complete the Pre-assessment in SAM.
		Module 1: Alphabetic Keys and Skill Builder 1		-Login into SAM and join the Keyboarding 1 section. - Open the ebook . Maximize the ebook screen by using the maximize/reduce down button  in the upper right corner of the ebook screen. This will fill your viewing screen.
		Lesson 1	1-2 – 1-3	-Click on Level 1, Developing Keyboarding Skill. -Read “Level 1: Introduction”. Click X to close the introduction screen. -Click “Module 1: Alphabetic Keys” to begin Lesson 1a. -Read and then proceed to next page using the right-pointing arrow for Lesson 1b. - Mutitask between using the ebook and SAM for Lesson 1, “L1 Learn Home Row, Space Bar, and I” to key in the drills in the ebook on pages 1-4 and 1-5.
		1Review Lesson 2 Lesson 3	1-6 1-7 – 1-8 1-9 – 1-10	-1R Review – Skill building -Proceed with Lesson 2 to learn the E and N keys. -Lesson 3 Review

Did You Know?

What will you do in keyboarding class?

You will learn posture tips to minimize fatigue and help prevent carpal tunnel syndrome.

You will learn correct keyboarding technique to improve your typing speed and accuracy.