

















PROJECTS FORECASTS

Keyboarding and Applications

UNIT	NAME	TYPE	DIFFICULTY	TIME
1	Defining Technical Terms	Activity		
1	Technology in Business	Activity		
2	Timed Typing Tests	Project	Varies	Varies
3	Customize Your Desktop	Activity		
4	Creating a Memo	Activity		
4	Writing Assignment	Activity		
4	Creating a Newsletter	Activity		
5	Creating a Presentation	Activity		
6	Revising E-mail	Activity	