Assignment Check-off Sheet (A.C.S.) for:

Class: Typing / Keyboarding

Student: Tory W. Shelton	**Class Value: ½ Credit = 60 Hours**

Resources / Instructions: Use "Mavis Beacon Teaches Typing" (CD-Rom; version 3) interactive computer tutorial program as the main "text" of the class. Complete all other work listed below.

Basic Requirements Check-off List	Check off
Learn and practice correct typing form and proper finger placement according to instructions in the Mavis Beacon program.	
Use the various typing games and exercises in program interchangeably, as you see fit, to improve weaker areas.	
Read the "Owner's Manual" instruction booklet for Mavis Beacon Teaches Typing. (Presents a good background of and basics in Typing)	
Achieve the WPM (Word Per Minute) proficiency of your choice: _____wpm	
Practice typing/keyboarding skills by typing up own compositions and letters.	
Type a business letter of your own (or for Mom) using one of the four correct business letter formats (as shown on pg. 38, 42–45 of the Owner's Manual)	
Do the 12 Practice Exercises on pages 61 – 72 (Check off below:)	All 12 done:

# 1	# 2	# 3	# 4	# 5	# 6	# 7	# 8	# 9	# 10	# 11	# 12

Hour Check-off Chart
(Check off hours as they are completed)

60	59	58	57	56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41
40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21
20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1

Note from the Author: The book (*Senior High: A Home-Designed Form+U+la*) presents the heart 'n' soul *behind* the requirements, how to view and use requirements in general (and not freak out about them, and how to use this form within the context of the whole framework I present for high school. But this at least gives you an idea of what an "Assignment Check-off Sheet" looks like.

The above format is a little different from what you'll see in the book only because the chart feature functions differently in my two programs.

And one last thing: There is a wide left margin when I print out this page from this web format, with some of what's on the right getting cut off. I have worked and worked with it, and have NO idea how to fix it, so if anyone has any suggestions, please feel free to email me at beshelton@aol.com and let me know!)