**Sequencing Rationale**

**Prepared By: Katie Majewski**

I will begin this course by introducing keyboarding, followed by Microsoft Word, Microsoft PowerPoint, and finally Microsoft Excel. I have chosen to introduce keyboarding first because I feel that it is the most basic level one can begin with. I believe a student should first know how to type in order to move on to something more complicated.

 Keyboarding is the basis for beginners. In order for a student to really start using Microsoft Word and begin typing essays, students must first learn the appropriate keying technique and proper posture. This will allows students to be more familiar with the keyboard and inevitable offer more time for the students to work on their assignments as oppose to surfing the keyboarding in search a particular key or two.

 I will then move on the Microsoft Word. The reasoning behind this is because students tend to do lots of assignments and papers within Microsoft Word. This is where students will spend majority of their educational career. I find this to be a very important aspect when dealing with computers. Students should always feel comfortable in an area to which he or she will inevitably be using most frequently. Much of what is taught through Word can be transferred into what one with work with in PowerPoint.

 This brings me to my third area-PowerPoint. I believe PowerPoint is an excellent area to cover after already learning about Microsoft Word. Many things within Word and also similar with PowerPoint; there may be a few differences as far as where to find items but for the most part all there. Also, I believe that writing a paper is usually done first and foremost followed by the presentation. This is allow the students to see how to prepare the paper in a more appealing visual form.

 Finally, Microsoft Excel. I leave this last only because not too often do students get a chance to work with this program for an assignment. It is very beneficial that a student learns about Excel, and although students do need to know how to use it and see the relevance when working with it, this isn’t as important as the other few.