

Pace Guide for Keyboarding - 1/2 credit course

Start date ---> Monday, January 06, 2020

Target Finish Date--> Friday, May 15, 2020

Number of Assignments-->	70		
Assignment #	Assignment Due By	Assignment	Percent Complete
1	Tuesday, January 07, 2020	01.00 Checklist	1.49%
2	Thursday, January 09, 2020	01.01 The Basics	2.99%
3	Monday, January 13, 2020	01.02 Keyboarding	4.48%
4	Monday, January 13, 2020	01.03 Home Row	5.97%
5	Wednesday, January 15, 2020	01.04 Homerow S and L	7.46%
6	Friday, January 17, 2020	01.05 Homerow F and J	8.96%
7	Monday, January 20, 2020	01.06 Homerow D K and J F	10.45%
8	Monday, January 20, 2020	01.07 Homerow A and Semi-colon	11.94%
9	Wednesday, January 22, 2020	01.08 Homerow add G H	13.43%
10	Friday, January 24, 2020	01.09 Home Row Review Homerow	14.93%
11	Monday, January 27, 2020	01.10 Hardware Fundamentals: Basic Components	16.42%
12	Tuesday, January 28, 2020	01.11 Hardware and Software Fundamentals: Networking	17.91%

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13	Thursday, January 30, 2020	01.12 Databases: Creating and Maintaining a Database	19.40%
14	Monday, February 03, 2020	01.13 Data and Database Basics Unit Quiz	20.90%
15	Monday, February 03, 2020	02.00 Checklist	22.39%
16	Tuesday, February 04, 2020	02.01 Upper Row add E	23.88%
17	Thursday, February 06, 2020	02.02 Upper Row add O	25.37%
18	Monday, February 10, 2020	02.03 Upper Row add R	26.87%
19	Monday, February 10, 2020	02.04 Upper Row add T	28.36%
20	Wednesday, February 12, 2020	02.05 Upper Row add I	29.85%
21	Friday, February 14, 2020	02.06 Home Row Review Home Row G H E O R	31.34%
22	Monday, February 17, 2020	02.07 Home Row and Upper Row ASDFJKL Semi-colon GHEORIT	32.84%
23	Monday, February 17, 2020	02.08 Lower Row Add Left Shift and Colon	34.33%
24	Wednesday, February 19, 2020	02.09 Software Fundamentals: Toolbars and Menus	35.82%
25	Friday, February 21, 2020	02.10 Software Fundamentals: Program Menus and Toolbars	37.31%
26	Monday, February 24, 2020	02.11 Software Fundamentals: Software Buttons and Controls	38.81%

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27	Tuesday, February 25, 2020	02.12 Word Processing: Overview of Basic Skills	40.30%
28	Thursday, February 27, 2020	02.13 Word Processing: Creating Professional Documents	41.79%
29	Friday, February 28, 2020	02.14 Word Processing: Flyer Print Design	43.28%
30	Monday, March 02, 2020	02.15 Presentations: Composing Slides	44.78%
31	Tuesday, March 03, 2020	02.16 Presentations: Enhancing Slides	46.27%
32	Thursday, March 05, 2020	02.17 Presentations: Evaluating and Presenting	47.76%
33	Monday, March 09, 2020	02.18 Presentations: Basic Slideshow Elements	49.25%
34	Monday, March 09, 2020	02.19 Presentations: Consistency and Visual Design	50.75%
35	Wednesday, March 11, 2020	02.20 Keyboarding: Drill 1	52.24%
36	Thursday, March 12, 2020	02.21 Discussion-Based Assessment	53.73%
37	Monday, March 16, 2020		
38	Monday, March 16, 2020		
39	Wednesday, March 18, 2020		
40	Friday, March 20, 2020	03.00 Checklist	55.22%

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Assignment #	Assignment Due By	Assignment	Percent Complete
41	Monday, March 23, 2020	03.01 Lower Row add Right Shift and C	56.72%
42	Tuesday, March 24, 2020	03.02 Lower Row add U	58.21%
43	Wednesday, March 25, 2020	03.03 Lower Row add Period	59.70%
44	Friday, March 27, 2020	03.04 Number Row 1 Quip and Quay	61.19%
45	Monday, March 30, 2020	03.05 Number Row 2 Wax Away	62.69%
46	Tuesday, March 31, 2020	03.06 Number Row 3 Red Deers	64.18%
47	Thursday, April 02, 2020	03.07 Home, Upper and Lower Row Cool Eels	65.67%
48	Monday, April 06, 2020	03.08 Internet Usage: Browsing on the Internet	67.16%
49	Monday, April 06, 2020	03.09 Internet Usage: URLs and Websites	68.66%
50	Tuesday, April 07, 2020	03.10 Internet Usage: Web Searches	70.15%
51	Thursday, April 09, 2020	03.11 Internet Usage: Validity and Sourcing	71.64%
52	Monday, April 13, 2020	03.12 Web Browsing Unit Quiz	73.13%
53	Monday, April 13, 2020	03.13 Online Communications: Sending Email Messages	74.63%
54	Wednesday, April 15, 2020	03.14 Keyboarding: Drill 2	76.12%

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Assignment #	Assignment Due By	Assignment	Percent Complete
55	Friday, April 17, 2020	04.00 Checklist	77.61%
56	Monday, April 20, 2020	04.01 Number Row 4 More	79.10%
57	Monday, April 20, 2020	04.02 Number Row 5 Great Fevers	80.60%
58	Wednesday, April 22, 2020	04.03 Number Row 6 May Try	82.09%
59	Friday, April 24, 2020	04.04 Number Row 7 Joyful Hymns	83.58%
60	Monday, April 27, 2020	04.05 Number Row 8 Poi Plates	85.07%
61	Tuesday, April 28, 2020	04.06 Number Row 9 Poison Spines	86.57%
62	Thursday, April 30, 2020	04.07 Number Row 0 Soil Bags	88.06%
63	Monday, May 04, 2020	04.08 The Three Ps	89.55%
64	Monday, May 04, 2020	04.10 Technology in the Workplace	91.04%
65	Tuesday, May 05, 2020	04.11 Ethics and Consequences	92.54%
66	Thursday, May 07, 2020	04.12 Online Communication: Communicating with Podcasts	94.03%
67	Monday, May 11, 2020	04.13 Online Communication: Using Personal Learning Networks	95.52%
68	Tuesday, May 12, 2020	04.14 Keyboarding: Drill for Accuracy and Speed	96.00%

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Assignment #	Assignment Due By	Assignment	Percent Complete
69	Wednesday, May 13, 2020	04.15 Discussion-Based Assessment	97.00%
70	Friday, May 15, 2020	04.16 Final Exam	100.00%