Business Keyboarding
Semester 1 Pace Chart
Fall 2022
Zoom Class Times: Friday, 11:00 – 11:30

Week	Dates	Assignments
0	08/10 – 08/12	☐ Welcome Assignment (Submit to Enrichment Activity 1) ☐ 01.00 Keyboarding Basics Checklist ☐ 01.01 The Basics (No graded assignment to submit)
1	08/15 – 08/19	*Homeroom Meeting, Monday, 8/15 at 9:00AM* ☐ 01.02 Home Row F and J ☐ 01.03 Input, Output, Storage, and Memory ☐ 01.04 Home Row D and K ☐ **Join Zoom Class Time Friday, 8/19 @ 11 for welcome call and how to save your typing report**
2	08/22 – 08/26	☐ 01.05 Home Row S and L ☐ 01.06 Home Row A and ; ☐ 01.07 Computer Maintenance *Join Zoom Class Time Friday, 8/26 @ 11:00AM to review this week's lessons.*
3	08/29 – 09/02	☐ 01.08 Home Row G, H, Enter ☐ 01.09 Home Row Review ☐ 02.00 Internet Smart Checklist *Join Zoom Class Time on Friday, 9/02 @ 11:00AM with any questions and to discuss assignment 2.01.*
4	09/05 – 09/09 09/05 No School – Labor Day	☐ 02.01 History of the Internet – Join Class Time on Friday for instructions ☐ 02.02 Upper Row R and U ☐ 02.03 Internet Ethics *Join Zoom Class Time Friday, 9/09 @ 11:00AM to review 2.01.*
5	09/12 – 09/16	☐ 02.04 Upper Row E and I ☐ 02.05 How the Internet Works ☐ 02.06 Upper Row W and O *Join Zoom Class Time Friday, 9/16 @ 11:00AM to discuss assignment 2.07.*
6	09/19 – 09/23	☐ 02.07 Keywords Are Key ☐ 02.08 Upper Row Q and P ☐ 02.09 Reliable Websites – Join Zoom Class Time for instructions. *Join Zoom Class Time Friday, 9/23 @ 11:00AM to discuss assignment 2.09.*
7	09/26 – 09/30	☐ 02.10 Upper Row T and Y ☐ 02.11 Upper Row Review ☐ 02.12 Internet Smart Discussion-Based Assessment ☐ **MUST join Zoom Class Time on Friday, 9/30 @ 11:00AM to complete your DBA!**
8	10/03 – 10/07	☐ 02.13 Internet Smart Timed Typing Test ☐ 03.00 Write with Word Checklist ☐ 03.01 Application Software *No Class Time this week because of on campus Enrichment.*
9	10/10 – 10/14	☐ 03.02 Left Shift and M ☐ 03.03 Getting to Know Word ☐ 03.04 Right Shift and C *Join Zoom Class Time Friday, 10/14 @ 11:00AM to discuss assignment 3.05.*

10	10/17 – 10/21 <mark>10/17 – No School Teacher Planning</mark>	□ 03.05 Editing in Word □ 03.06 Lower Row V and . □ 03.07 Check and Recheck *Join Zoom Class Time Friday, 10/21 @ 11:00AM to discuss assignment 3.07.*
11	10/24 – 10/28	□ 03.08 Lower Row X and , □ 03.09 Zoom and View □ 03.10 Lower Row Z and / *Join Zoom Class Time Friday, 10/28 @ 11:00AM to review this week's lessons.*
12	10/31 – 11/04	□ 03.11 Problem Solving □ 03.12 Lower Row B and N □ 03.13 Lower Row Review *Join Zoom Class Time Friday, 10/28 @ 11:00AM to review this week's lessons.*
13	11/07 – 11/11 <mark>11/11 – No School Veterans Day</mark>	□ 03.14 Write with Word Timed Typing Test □ 04.00 Present with PowerPoint Checklist □ 04.01 The Point of PowerPoint *No Class Time this week due to no school on Veterans Day.*
14	11/14 – 11/18	□ 04.02 Tab and Caps Lock Keys □ 04.03 Presentation Power □ 04.04 Number Keys 4, 5, 6, and 7 *Join Zoom Class Time Friday, 11/18 @ 11:00AM to discuss assignment 4.03.*
15	11/21 – 11/25 <mark>11/23 – 11/25 No School Thanksgiving</mark>	*No live lessons and no new assignments due.* *Use this week to catch-up if needed or work ahead.*
16	11/28 – 12/02	□ 04.05 Present Like A Pro □ 04.06 Number Keys 2, 3, 8, and 9 □ 04.07 Presentation Prep *No Class Time this week because of on campus Enrichment.*
17	12/05 – 12/09	□ 04.08 Number Keys 0 and 1 □ 04.09 All Together Now □ 04.10 Present with PowerPoint Timed Typing Test □ 04.11 Present with PowerPoint Discussion-Based Assessment □ **MUST join Zoom Class Time on Friday, 12/09 @ 11:00AM to complete your DBA!**
18	12/12 – 12/16	□ 04.12 Keyboarding Final Exam *No Zoom Class Time this week.*