



## Business Keyboarding Pace Chart Spring 2024

**\*No live lessons for this course**

Week	Dates	Assignments
1	1/8 – 1/12	Welcome Assignment 01.00 Keyboarding Basics Checklist 01.01 The Basics 01.02 Home Row F and J 01.03 Input, Output, Storage, and Memory
2	1/15 – 1/19 No school on 1/15	01.04 Home Row D and K 01.05 Home Row S and L 01.06 Home Row A and ; 01.07 Computer Maintenance
3	1/22 – 1/26	01.08 Home Row G, H, Enter 01.09 Home Row Review 02.00 Internet Smart Checklist 02.01 History of the Internet
4	1/29 – 2/2	02.02 Upper Row R and U 02.03 Internet Ethics 02.04 Upper Row E and I
5	2/5 – 2/9	02.05 How the Internet Works 02.06 Upper Row W and O 02.07 Keywords Are Key
6	2/12 – 2/16	02.08 Upper Row Q and P 02.09 Reliable Websites 02.10 Upper Row T and Y
7	2/19 – 2/23 No school on 2/19	02.11 Upper Row Review 02.12 Internet Smart Discussion-Based Assessment 02.13 Internet Smart Timed Typing Test
8	2/26 – 3/1	03.00 Write with Word Checklist 03.01 Application Software 03.02 Left Shift and M 03.03 Getting to Know Word
9	3/4 – 3/8	03.04 Right Shift and C 03.05 Editing in Word 03.06 Lower Row V and .
10	3/11 – 3/15 Spring Break	<b>No live lessons this week. No work due this week.</b>
11	3/18 – 3/22 No school on 3/18	03.07 Check and Recheck 03.08 Lower Row X and , 03.09 Zoom and View
12	3/25 – 3/29 No school on 3/29	03.10 Lower Row Z and / 03.11 Problem Solving 03.12 Lower Row B and N
13	4/1 – 4/5	03.13 Lower Row Review 03.14 Write with Word Timed Typing Test 04.00 Present with PowerPoint Checklist 04.01 The Point of PowerPoint

14	4/8 – 4/12	04.02 Tab and Caps Lock Keys 04.03 Presentation Power 04.04 Number Keys 4, 5, 6, and 7
15	4/15 – 4/19 No school on 4/19	04.05 Present Like A Pro 04.06 Number Keys 2, 3, 8, and 9 04.07 Presentation Prep
16	4/22 – 4/26	04.08 Number Keys 0 and 1 04.09 All Together Now 04.10 Present with PowerPoint Timed Typing Test
17	4/29 – 5/3	04.11 Present with PowerPoint Discussion-Based Assessment 04.12 Keyboarding Final Exam
18	5/6 – 5/10	All course work and semester exams due by May 10 <sup>th</sup> .

**Teacher Contact Information:**

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ZOOM LINK:  
<https://sjcsd-us.zoom.us/my/mrsurbizuzoom>