



M/J Business Keyboarding
Fall 2024
 (*no live teacher time for this course)

Week	Dates	Assignments
1	08/12 – 08/16	<p>Welcome Online Session: ZOOM classroom Thursday at 1 p.m. Text your teacher your first and last name and your course name</p> <ul style="list-style-type: none"> ○ 01.00 Keyboarding Basics Checklist ○ 01.01 The Basics ○ 01.02 Home Row F and J ○ 01.03 Input, Output, Storage, and Memory
2	08/19 – 08/24	<ul style="list-style-type: none"> ○ 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	08/26 – 08/30	<ul style="list-style-type: none"> ○ 01.08 Home Row G, H, Enter ○ 01.09 Home Row Review ○ 02.00 Internet Smart Checklist ○ 02.01 History of the Internet
4	09/02 – 09/06 <i>No school on 9/2</i>	<ul style="list-style-type: none"> ○ 02.02 Upper Row R and U ○ 02.03 Internet Ethics ○ 02.04 Upper Row E and I
5	09/09 – 09/13	<ul style="list-style-type: none"> ○ 02.05 How the Internet Works ○ 02.06 Upper Row W and O ○ 02.07 Keywords Are Key
6	09/16 – 09/20 <i>No school on 9/20</i>	<ul style="list-style-type: none"> ○ 02.08 Upper Row Q and P ○ 02.09 Reliable Websites ○ 02.10 Upper Row T and Y
7	09/23 – 09/27	<ul style="list-style-type: none"> ○ 02.11 Upper Row Review ○ 02.12 Internet Smart Discussion-Based Assessment ○ 02.13 Internet Smart Timed Typing Test
8	09/30 – 10/4	<ul style="list-style-type: none"> ○ 03.00 Write with Word Checklist ○ 03.01 Application Software ○ 03.02 Left Shift and M ○ 03.03 Getting to Know Word
9	10/7 – 10/11	<ul style="list-style-type: none"> ○ 03.04 Right Shift and C ○ 03.05 Editing in Word ○ 03.06 Lower Row V and .
10	10/14 – 10/18 <i>No school on 10/14</i>	<ul style="list-style-type: none"> ○ 03.07 Check and Recheck ○ 03.08 Lower Row X and , ○ 03.09 Zoom and View

11	10/21 – 10/25	<ul style="list-style-type: none"> ○ 03.10 Lower Row Z and / ○ 03.11 Problem Solving ○ 03.12 Lower Row B and N
12	10/28 – 11/1	<ul style="list-style-type: none"> ○ 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
13	11/4 – 11/8	<ul style="list-style-type: none"> ○ 04.02 Tab and Caps Lock Keys ○ 04.03 Presentation Power ○ 04.04 Number Keys 4, 5, 6, and 7
14	11/11 – 11/15 <i>No school on 11/11</i>	<ul style="list-style-type: none"> ○ 04.05 Present Like A Pro ○ 04.06 Number Keys 2, 3, 8, and 9 ○ 04.07 Presentation Prep
15	11/18 – 11/22	<ul style="list-style-type: none"> ○ 04.08 Number Keys 0 and 1 ○ 04.09 All Together Now ○ 04.10 Present with PowerPoint Timed Typing Test
16	11/25 – 11/29	<p>THANKSGIVING: No live lessons this week. No work due this week.</p>
17	12/2 – 12/6	<ul style="list-style-type: none"> ○ 04.11 Present with PowerPoint Discussion-Based Assessment ○ 04.12 Keyboarding Final Exam
18	12/9 – 12/13	<p>Complete your course!</p>

Teacher Information:

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DBA Information:

A “Discussion Based Assessment (DBA)” is a time for the students to share something they learned in the module with the teacher. Students are required to talk with the teacher via phone/ZOOM to complete this assignment each module. Students may use notes but should not receive any additional support from another person (parent, guardian, tutor, sibling, friend, etc.).

DBAs can be completed in multiple ways:

- using the appointment calendar on the homepage of the class
- using the open DBA times listed on the homepage of the class