



M/J Business Keyboarding

Mrs. Urbizu

Spring 2025

Week	Dates	Assignments
0	1/6 – 1/10	Text your teacher your first and last name and your course name <ul style="list-style-type: none"> ○ 01.00 Keyboarding Basics Checklist ○ 01.01 The Basics ○ 01.02 Home Row F and J
1	1/13 – 1/17	<ul style="list-style-type: none"> ○ 01.03 Input, Output, Storage, and Memory ○ 01.04 Home Row D and K ○ 01.05 Home Row S and L ○ 01.06 Home Row A and ;
2	1/20 – 1/24 <i>No school on 1/20</i>	<ul style="list-style-type: none"> ○ 01.07 Computer Maintenance ○ 01.08 Home Row G, H, Enter ○ 01.09 Home Row Review
3	1/27 – 1/31	<ul style="list-style-type: none"> ○ 02.00 Internet Smart Checklist ○ 02.01 History of the Internet ○ 02.02 Upper Row R and U ○ 02.03 Internet Ethics
4	2/3 – 2/7	<ul style="list-style-type: none"> ○ 02.04 Upper Row E and I ○ 02.05 How the Internet Works ○ 02.06 Upper Row W and O ○ 02.07 Keywords Are Key
5	2/10 – 2/14 <i>No school on 2/14</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
6	2/17 -2/21 <i>No school on 2/17</i>	<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
7	2/24 – 2/28	<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
8	3/3 – 3/7	<ul style="list-style-type: none"> ○ 03.04 Right Shift and C ○ 03.05 Editing in Word ○ 03.06 Lower Row V and .
9	3/10 – 3/14 <i>No school on 3/14</i>	<ul style="list-style-type: none"> ○ 03.07 Check and Recheck ○ 03.08 Lower Row X and , ○ 03.09 Zoom and View
10	3/17 – 3/21	Spring Break

11	3/24 – 3/28	<ul style="list-style-type: none"> ○ 03.10 Lower Row Z and / ○ 03.11 Problem Solving ○ 03.12 Lower Row B and N
12	3/31 – 4/4	<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	4/7 – 4/11	<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	4/14 – 4/18 <i>No school on 4/18</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	4/21 – 4/25	<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	4/28 – 5/2	<ul style="list-style-type: none"> ○ 04.11 Present with PowerPoint Discussion-Based Assessment ○ 04.12 Keyboarding Final Exam
17	5/5 – 5/9	All coursework due by 5/9 (including segment exam)
18	5/12 – 5/16	Grades should be issued to school

Teacher Information:

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DBA Information:

A “Discussion Based Assessment (DBA)” is a time for the students to share information 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