



M/J Business Keyboarding

Semester 1 Pace Chart

Fall 2025

Week	Dates	Assignments
0	8/11 – 8/15	Text your teacher your first and last name and your course name *You may work ahead in this course! 01.00 Keyboarding Basics Checklist 01.01 The Basics 01.02 Home Row F and J
1	8/18 – 8/22	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	8/25-8/29	01.07 Computer Maintenance 01.08 Home Row G, H, Enter 01.09 Home Row Review 02.00 Internet Smart Checklist
3	9/1 – 9/5 No school on 9/1	02.01 History of the Internet 02.02 Upper Row R and U 02.03 Internet Ethics
4	9/8 – 9/12	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	9/15 – 9/19 No school on 9/19	02.08 Upper Row Q and P 02.09 Reliable Websites 02.10 Upper Row T and Y
6	9/22 – 9/26	02.11 Upper Row Review 02.12 Internet Smart Discussion-Based Assessment 02.13 Internet Smart Timed Typing Test
7	9/29 – 10/3	03.00 Write with Word Checklist 03.01 Application Software 03.02 Left Shift and M 03.03 Getting to Know Word
8	10/6 – 10/10	03.04 Right Shift and C 03.05 Editing in Word 03.06 Lower Row V and .
9	10/13 – 10/17 No school on 10/13	03.07 Check and Recheck 03.08 Lower Row X and , 03.09 Zoom and View
10	10/20 – 10/24	03.10 Lower Row Z and / 03.11 Problem Solving 03.12 Lower Row B and N
11	10/27 – 10/31	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
12	11/3 – 11/7	04.02 Tab and Caps Lock Keys 04.03 Presentation Power 04.04 Number Keys 4, 5, 6, and 7
13	11/10 – 11/14 No school on 11/11	04.05 Present Like A Pro 04.06 Number Keys 2, 3, 8, and 9 04.07 Presentation Prep
14	11/17 – 11/21	04.08 Number Keys 0 and 1 04.09 All Together Now 04.10 Present with PowerPoint Timed Typing Test
15	11/24 – 11/28 No School	Thanksgiving Break <i>There will be no live lessons or work due this week. Please use this time to catch up on your course work if you are behind pace.</i>
16	12/1 – 12/5	04.11 Present with PowerPoint Discussion-Based Assessment 04.12 Keyboarding Final Exam
17	12/8 – 12/12	Segment Exam Week All course work is due on Friday, December 12th at 5PM. <i>All work must be done prior to taking the segment exam.</i>

Teacher Information:

Mrs. Denelle Urbizu
(904) 834-9697

<https://sjcsd-us.zoom.us/j/mrsurbizuzoom>
Denelle.Urbizu@stjohns.k12.fl.us

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