



M/J Business Keyboarding

Pace Chart

Spring 2026

Week	Dates	Assignments
1	1/5 – 1/9	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
2	1/12 – 1/16	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 ;
3	1/19 – 1/23 No school on 1/19	01.07 Computer Maintenance 01.08 Home Row G, H, Enter 01.09 Home Row Review
4	1/26 – 1/30	02.00 Internet Smart Checklist 02.01 History of the Internet 02.02 Upper Row R and U 02.03 Internet Ethics
5	2/2 – 2/6	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
6	2/9 – 2/13 No school on 2/13	02.08 Upper Row Q and P 02.09 Reliable Websites 02.10 Upper Row T and Y
7	2/16 -2/20 No school on 2/16	02.11 Upper Row Review 02.12 Internet Smart Discussion-Based Assessment (part-time students only) 02.13 Internet Smart Timed Typing Test
8	2/23 – 2/27	03.00 Write with Word Checklist 03.01 Application Software 03.02 Left Shift and M 03.03 Getting to Know Word
9	3/2 – 3/6	03.04 Right Shift and C 03.05 Editing in Word 03.06 Lower Row V and .
10	3/9 – 3/13 No school on 3/13	03.07 Check and Recheck 03.08 Lower Row X and , 03.09 Zoom and View
	3/16 – 3/20	Spring Break
11	3/23 – 3/27	03.10 Lower Row Z and / 03.11 Problem Solving 03.12 Lower Row B and N
12	3/30 – 4/3 No school on 4/3	03.13 Lower Row Review 03.14 Write with Word Timed Typing Test 04.00 Present with PowerPoint Checklist

13	4/6 – 4/10	04.01 The Point of PowerPoint 04.02 Tab and Caps Lock Keys 04.03 Presentation Power
14	4/13 – 4/17	04.04 Number Keys 4, 5, 6, and 7 04.05 Present Like A Pro 04.06 Number Keys 2, 3, 8, and 9
15	4/20 – 4/24	04.07 Presentation Prep 04.08 Number Keys 0 and 1
16	4/27 – 5/1	04.09 All Together Now 04.10 Present with PowerPoint Timed Typing Test
17	5/4 – 5/8	04.11 Present with PowerPoint Discussion-Based Assessment (all students) 04.12 Keyboarding Final Exam
18	5/11 – 5/15	All coursework is due by 5/15 (including segment exam)
19	5/18 – 5/22	
20	5/25 – 5/29 <i>No school on 5/25</i>	School Year officially ends 5/29/25

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. 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