

# CAB 102—Keyboarding Online

## Class Schedule—for Spring or Fall semesters

(Summer semester is 5 weeks long—5 lessons per week)

\*\*Lessons are due on Sunday at the end of each week\*\*

Week	Date	Lesson	Due by
<b>1</b>	<b>Monday</b>	<b>In person orientation available by appointment.</b>  Install Keyboarding Pro 5 software (in book) Lesson 1: Home Row, Space bar, Enter/Return, I Lesson 1 R: Review Lesson 2: E, N Lesson 3: Review <b>Read pages iv through xii in your book</b>	<b>Sunday</b>
<b>2</b>		Lesson 4: Left Shift, H, T, Period Lesson 5: R, Right Shift, C, O Lesson 6: W, Comma, B, P	<b>Sunday</b>
<b>3</b>		Lesson 7: Review Lesson 8: G, ?, X, U Lesson 9: Q, M, V, Apostrophe	<b>Sunday</b>
<b>4</b>		Lesson 10: Z, Y, Quotation Mark, Tab Lesson 11: Review Lesson 12: Review Lesson 13: Review	<b>Sunday</b>
<b>5</b>		Lesson 14: 1, 8 Lesson 15: 5, 0 Lesson 16: 2, 7	<b>Sunday</b>
<b>6</b>		Lesson 17: 4, 9 Lesson 18: 3, 6 Lesson 19: \$ - (hyphen) Number Expression	<b>Sunday</b>
<b>7</b>		Lesson 20: # / Lesson 21: % ! Lesson 22: ( ) Backspace Key	<b>Sunday</b>
<b>8</b>		Lesson 23: & : (colon) Proofreaders Marks Lesson 24: Other Symbols Lesson 25: Assessment	<b>All work completed by Sunday of the last week (10:00 pm)</b>