

BOT 100 – BEGINNING KEYBOARDING
Weekly Assignment Guide
Spring 2017

Week	Dates	Description
1	<p style="text-align: center;">January 23</p> <p style="color: red;">Due: January 28</p>	<p>Access the following in Blackboard:</p> <ul style="list-style-type: none"> • BOT 100 Welcome Video • Syllabus Video • BOT 100 Syllabus • Online Orientation • Orientation Quiz (due the first day of class) • Provide Contact Info (due the first day of class) • Keyboard Mastery Introduction Video <p>Access Keyboard Mastery from the Keyboard Mastery website:</p> <ul style="list-style-type: none"> • Lesson 1: Home row reaches • Lesson 2:T, E, and J reaches
2	<p style="text-align: center;">January 29</p> <p style="color: red;">Due: February 4</p>	<p>Access the following in Blackboard:</p> <ul style="list-style-type: none"> • Week 2 Video • Keyboarding Techniques Assignment/Quiz <p>Keyboard Mastery Lessons 3 through 5</p>
3	<p style="text-align: center;">February 5</p> <p style="color: red;">Due: February 11</p>	<p>Keyboard Mastery Lessons 6 through 8</p>
4	<p style="text-align: center;">February 12</p> <p style="color: red;">Due: February 18</p>	<p>Keyboard Mastery Lessons 9 through 12</p>
5	<p style="text-align: center;">February 19</p> <p style="color: red;">Due: February 25</p>	<p>Keyboard Mastery Lessons 13 through 16</p>
6	<p style="text-align: center;">February 26</p> <p style="color: red;">Due: March 4</p>	<p>Keyboard Mastery Lessons 17 through 19</p>
7	<p style="text-align: center;">March 5</p> <p style="color: red;">Due: March 11</p>	<p>Keyboard Mastery Lessons 20 through 23</p>
8	<p style="text-align: center;">March 12</p> <p style="color: red;">Due: March 18</p>	<ul style="list-style-type: none"> • Keyboard Mastery: <ul style="list-style-type: none"> ○ Lesson 24 ○ Optional Timings 1 and 2 • Blackboard <ul style="list-style-type: none"> ○ Final Exam
	<p style="text-align: center;">March 18 deadline</p>	<p>All lessons, timings, quizzes, and final exam must be completed.</p>