

August 2020						
S	M	T	W	T	F	S
				6	7	8
2	3	4	5			
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

KEYBOARDING - (Semester 1 Only)	
[ ]	Grading Period
	Staff Development
	PD/Teacher Work Day (Student Holiday)
	Early Release
	PLC/PD Staff Workday
	First/Last Day Instructional Days
	Midterm/Final Review/Test

Intro	
<b>Unit 1</b>	<b>Keyboarding - Alphabetic</b> 126.16.c.6.k; 126.16.c.6.d;
<b>Unit 2</b>	<b>Keyboarding - Numeric</b> 126.16.c.6.k; 126.16.c.6.d;
<b>Unit 3</b>	<b>Skill Building</b> 126.16.c.6.k; 126.16.c.6.d;
<b>Unit 4</b>	<b>World Processing (MS Word)</b> 126.16.c.6.k; 126.16.c.6.l.i; 126.16.c.6.l.ii
<b>Unit 5</b>	
<b>Unit 6</b>	
<b>Unit 7</b>	
<b>Unit 8</b>	
<b>Unit 9</b>	
<b>Unit</b>	
<b>Unit</b>	
<b>Unit</b>	
<b>Unit</b>	
<b>Unit</b>	
<b>Unit</b>	
<b>Unit</b>	
<b>Unit</b>	

Process Standard

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Assessment Schedule**

Common/Quarterly Assessment Dates	
CUA# (Units Assessed)	Date