

SCHEDULE FOR INDEPENDENT KEYBOARDING

In order to document your progress, a report of your portfolio should be emailed to me every two weeks, per the schedule listed below.

Week 1	<i>Lessons 1-3</i> <i>January 29, 2010</i>
Week 2	<i>Lessons 4-5</i> <i>February 12, 2010</i> Portfolio Due
Week 3	<i>Lessons 6-9</i> <i>February 26, 2010</i>
Week 4	<i>Lessons 10-13</i> <i>March 12, 2010</i> Portfolio Due
Week 5	<i>Lessons 14-17</i> <i>March 26, 2010</i>
Week 6	<i>Lessons 18-20</i> <i>April 9, 2010</i> Portfolio Due
Weeks 7-8	Practice 1, 2- and 3-minute timings. Use Supplementary Timing in back of textbook to take 3 minute timings for testing. Access timings on the computer by clicking timings in the left margin of the screen; choose Supplementary Timings, choose 3 minutes. Make sure the timing number correlates with the text number. <i>April 16, 2010</i>
Week 9	Portfolio and final timed tests must be completed by Friday, April 30, 2010.

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