

## Typing Schedule of Lessons & Due Dates

	Lessons	Due Date (Total Pts)
Week 1 (Mar 3 <sup>rd</sup> -6 <sup>th</sup> )	J, F, and Space U, R, and K Keys D, E, and I Keys C, G, and N Keys	8 AM Monday, Mar. 9 <sup>th</sup> (20 pts)
Week 2 (Mar. 9 <sup>th</sup> -13 <sup>th</sup> )	T, S, and L Keys O, B, and A Keys V, H, and M Keys Period and Comma	8 AM Monday, Mar. 16 <sup>th</sup> (20 pts)
Week 3 (Mar. 16 <sup>th</sup> -20 <sup>th</sup> )	W, X, and ; Keys Q, Y, and P Keys Z and Enter Keys Beginner Wrap Up	8 AM Monday, Mar. 23 <sup>rd</sup> (20 pts)
Week 4 (Mar. 23 <sup>rd</sup> -27 <sup>th</sup> )	Common English Words Easy Home Row Words Easy Top Row Words Easy Bottom Row Words	8 AM Monday, Mar. 30 <sup>th</sup> (20 pts)
Week 5 (Mar. 30 <sup>th</sup> -Apr. 3 <sup>rd</sup> )	Shift Key & Capitalization Sentences Speed Drills Basic Punctuation	3 PM Friday, April 3 <sup>rd</sup> (20 pts)
Week 6 (April 14 <sup>th</sup> -17 <sup>th</sup> )	Intermediate Wrap Up Skill Builder Drills Numbers Letters Numbers Numeric Keypad	8AM Monday, April 20 <sup>th</sup> (20 pts)

**\*\*All lessons can be accessed at [www.clever.com](http://www.clever.com)**

**\*\*Then click on the typing.com icon to access your lessons**