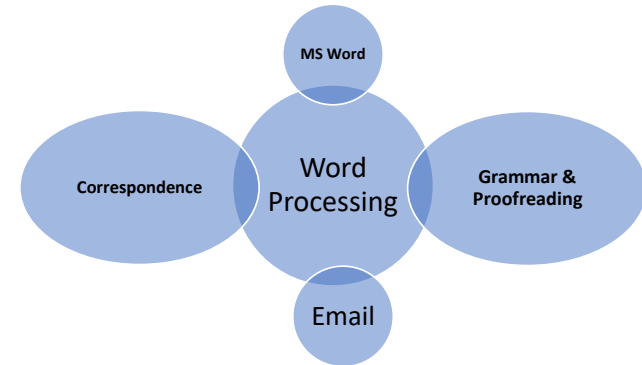


Keyboarding 1 Assignment Checklist

Week 7 and 8	Start Date	Due Date	Check off when complete
21A: Warmup	10/7/2024	10/19/2024	
21B: MAP+: Alphabet	10/7/2024	10/19/2024	
21C: Progressive Practice: Alphabet	10/7/2024	10/19/2024	
21D: Commas and Sentences	10/7/2024	10/19/2024	
21E: Word Processing: Getting Started and Orientation to Word Processing—A	10/7/2024	10/19/2024	
22A: Warmup	10/7/2024	10/19/2024	
22B: Sustained Practice: Capitals	10/7/2024	10/19/2024	
22C: 3-Minute Timed Writing	10/7/2024	10/19/2024	
22D: Word Processing: Orientation to Word Processing—B	10/7/2024	10/19/2024	
23A: Warmup	10/7/2024	10/19/2024	
23B: MAP+: Numbers	10/7/2024	10/19/2024	
23C: Pretest: Common Letter Combinations	10/7/2024	10/19/2024	
23D: Practice: Word Beginnings	10/7/2024	10/19/2024	
23E: Practice: Word Endings	10/7/2024	10/19/2024	
23F: Posttest: Common Letter Combinations	10/7/2024	10/19/2024	
23G: Proofreading Techniques	10/7/2024	10/19/2024	
23H: Proofreading	10/7/2024	10/19/2024	
23I: Word Processing: Orientation to Word Processing—C	10/7/2024	10/19/2024	
24A: Warmup	10/7/2024	10/19/2024	
24B: Progressive Practice: Numbers	10/7/2024	10/19/2024	
24C: Technique Practice: SPACE BAR	10/7/2024	10/19/2024	
24D: 3-Minute Timed Writing	10/7/2024	10/19/2024	
24E: Word Processing: Orientation to Word Processing—D	10/7/2024	10/19/2024	
25A: Warmup	10/7/2024	10/19/2024	
25B: 12-Second Speed Sprints	10/7/2024	10/19/2024	
25C: Paced Practice	10/7/2024	10/19/2024	
25D: Composing Sentences	10/7/2024	10/19/2024	
25E: Basic Parts of an E-Mail Message	10/7/2024	10/19/2024	
25F: E-Mail Messages	10/7/2024	10/19/2024	
25G: Word Processing: E-Mail a Document and GDP Reference Manual	10/7/2024	10/19/2024	
25H: Correspondence 25-1: E-Mail Message	10/7/2024	10/19/2024	
25I: Correspondence 25-2: E-Mail Message	10/7/2024	10/19/2024	



You now qualify for the OCC Speed & Accuracy Certificate. This requires you to visit campus to do an in-person timed writing.

The End - Don't forget to register for Keyboarding 2.



Did You Know?

Did you reach a goal of 25 wpm with 4 or fewer errors over 2 minutes?

Earn a proficiency certificate to prove your speed and accuracy. Use it when you apply for work.