

Keyboarding 2 Assignment Checklist

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Print this assignment sheet. Check off completed lessons in the checkoff column.

Week 7 and 8	Start Date	Due Date	
56A: Warmup	3/16/2026	3/27/2026	✓
56B: Sustained Practice: Punctuation	3/16/2026	3/27/2026	
56C: 5-Minute Timed Writing	3/16/2026	3/27/2026	
56D: Correspondence 56-45: Business Letter in Block Style	3/16/2026	3/27/2026	
56E: Correspondence 56-46: Memo	3/16/2026	3/27/2026	
56F: Table 56-18: Boxed Table	3/16/2026	3/27/2026	
57A: Warmup	3/16/2026	3/27/2026	
57B: MAP+: Alphabet	3/16/2026	3/27/2026	
57C: Progressive Practice: Alphabet	3/16/2026	3/27/2026	
57D: Number Expression and Hyphenation	3/16/2026	3/27/2026	
57E: Table 57-19: Open Table	3/16/2026	3/27/2026	
57F: Correspondence 57-47: Business Letter in Modified-Block Style	3/16/2026	3/27/2026	
57G: Report 57-31: Business Report	3/16/2026	3/27/2026	
58A: Warmup	3/16/2026	3/27/2026	
58B: Paced Practice	3/16/2026	3/27/2026	
58C: 5-Minute Timed Writing	3/16/2026	3/27/2026	
58D: Correspondence 58-48: E-Mail Message	3/16/2026	3/27/2026	
58E: Correspondence 58-49: Memo	3/16/2026	3/27/2026	
58F: Table 58-20: Ruled Table	3/16/2026	3/27/2026	
59A: Warmup	3/16/2026	3/27/2026	
59B: MAP+: Symbol	3/16/2026	3/27/2026	
59C: Pretest: Close Reaches	3/16/2026	3/27/2026	
59D: Practice: Adjacent Keys	3/16/2026	3/27/2026	
59E: Practice: Consecutive Fingers	3/16/2026	3/27/2026	
59F: Posttest: Close Reaches	3/16/2026	3/27/2026	
59G: Spelling	3/16/2026	3/27/2026	
59H: Report 59-32: Business Report	3/16/2026	3/27/2026	
59I: Table 59-21: Boxed Table	3/16/2026	3/27/2026	
60A: Warmup	3/16/2026	3/27/2026	
60B: 12-Second Speed Sprints	3/16/2026	3/27/2026	
60C: Technique Practice: ENTER Key	3/16/2026	3/27/2026	
60D: 5-Minute Timed Writing	3/16/2026	3/27/2026	
60E: Correspondence 60-50: Business Letter in Block Style	3/16/2026	3/27/2026	
60F: Table 60-22: Open Table	3/16/2026	3/27/2026	
60G: Correspondence 60-51: E-Mail Message	3/16/2026	3/27/2026	
60H: Correspondence 60-52: Memo	3/16/2026	3/27/2026	
Outcomes Assessment 3A: Test 3: 5-Minute Timed Writing	3/16/2026	3/27/2026	
Outcomes Assessment 3B: Correspondence Test 3-53: Business Letter in Block Style	3/16/2026	3/27/2026	
Outcomes Assessment 3C: Correspondence Test 3-54: E-Mail Message	3/16/2026	3/27/2026	
Outcomes Assessment 3D: Report Test 3-33: Business Report	3/16/2026	3/27/2026	
Outcomes Assessment 3AA: Test 3 Alternate: 5-Minute Timed Writing	3/16/2026	3/27/2026	
Outcomes Assessment 3AB: Correspondence Test 3-53A: Business Letter in Block Style	3/16/2026	3/27/2026	
Outcomes Assessment 3AC: Correspondence Test 3-54A: E-Mail Message	3/16/2026	3/27/2026	
Outcomes Assessment 3AD: Report Test 3-33A: Business Report	3/16/2026	3/27/2026	
Objective Test 3A: Part 3: Questions 1-50	3/16/2026	3/27/2026	

Did you know?

GDP will be available for you to use for 1 year. Email me at online.watson@gmail.com to let me know that you want to continue using it after the class over.

Please consider enrolling in CIS 100 (Introduction to Computer Applications) next semester. You will learn so much more about Word, Excel, Access, and PowerPoint. And it will help you prepare for the Microsoft Office Specialist Certification (MOS Certificate), which is a wonderful addition to your resume.



Did You Know?

You now qualify for the OCC Speed & Accuracy Certificate. This requires you to visit campus to do an in-person timed writing. Earn a certificate to prove your speed and accuracy. Use it when you apply for work.



[You are on your way to earning the Office Assistant Certificate at Orange Coast College.](#)

The End - Don't forget to register for CIS 100. :)