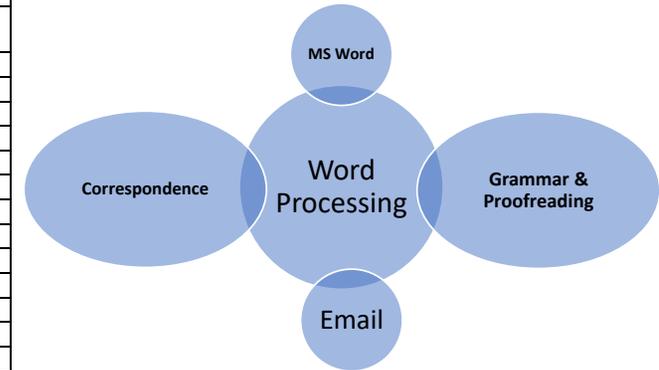


Keyboarding 1 Assignment Checklist

Week 7 and 8	Start Date	Due Date	Check off when complete
21A: Warmup	3/16/2026	3/27/2026	
21B: MAP+: Alphabet	3/16/2026	3/27/2026	
21C: Progressive Practice: Alphabet	3/16/2026	3/27/2026	
21D: Commas and Sentences	3/16/2026	3/27/2026	
21E: Word Processing: Getting Started and Orientation to Word Processing—A	3/16/2026	3/27/2026	
22A: Warmup	3/16/2026	3/27/2026	
22B: Sustained Practice: Capitals	3/16/2026	3/27/2026	
22C: 3-Minute Timed Writing	3/16/2026	3/27/2026	
22D: Word Processing: Orientation to Word Processing—B	3/16/2026	3/27/2026	
23A: Warmup	3/16/2026	3/27/2026	
23B: MAP+: Numbers	3/16/2026	3/27/2026	
23C: Pretest: Common Letter Combinations	3/16/2026	3/27/2026	
23D: Practice: Word Beginnings	3/16/2026	3/27/2026	
23E: Practice: Word Endings	3/16/2026	3/27/2026	
23F: Posttest: Common Letter Combinations	3/16/2026	3/27/2026	
23G: Proofreading Techniques	3/16/2026	3/27/2026	
23H: Proofreading	3/16/2026	3/27/2026	
23I: Word Processing: Orientation to Word Processing—C	3/16/2026	3/27/2026	
24A: Warmup	3/16/2026	3/27/2026	
24B: Progressive Practice: Numbers	3/16/2026	3/27/2026	
24C: Technique Practice: SPACE BAR	3/16/2026	3/27/2026	
24D: 3-Minute Timed Writing	3/16/2026	3/27/2026	
24E: Word Processing: Orientation to Word Processing—D	3/16/2026	3/27/2026	
25A: Warmup	3/16/2026	3/27/2026	
25B: 12-Second Speed Sprints	3/16/2026	3/27/2026	
25C: Paced Practice	3/16/2026	3/27/2026	
25D: Composing Sentences	3/16/2026	3/27/2026	
25E: Basic Parts of an E-Mail Message	3/16/2026	3/27/2026	
25F: E-Mail Messages	3/16/2026	3/27/2026	
25G: Word Processing: E-Mail a Document and GDP Reference Manual	3/16/2026	3/27/2026	
25H: Correspondence 25-1: E-Mail Message	3/16/2026	3/27/2026	
25I: Correspondence 25-2: E-Mail Message	3/16/2026	3/27/2026	



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.



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.