

CLASS NUMBER AND NAME:	<b>CM127A/B—BEGINNING KEYBOARDING and INTRO TO WORD I</b>
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	NONE
TEXT AND MATERIALS:	<i>College Keyboarding &amp; Document Processing, 11<sup>th</sup> Edition</i> , Ober, Johnson, and Zimmerly, McGraw Hill, 2010.
CLASS DESCRIPTION:	This class includes basic skill development and proper keyboarding techniques.
CLASS OBJECTIVE:	To become familiar with the keyboard and learn to keyboard by touch.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent completing keyboarding assignments using computer software.
METHOD OF INSTRUCTION:	Students are required to maintain 80% attendance until all of the assignments are completed. When the assignments are completed and approved by the instructor, the student will receive his or her grade.
ATTENDANCE:	It is expected that each student will be in class when class begins every day. Roll will be taken at the beginning of class. Should it be necessary for a student to be late to class or to leave early, the student should notify the instructor ahead of time; it will then be up to the instructor to decide if the student will be counted as present. The instructor's decision will be final.
GRADING POLICY:	The work will be evaluated according to the specified requirements of the assignment.
TESTING:	If a student already knows the keyboard and is fast and accurate, a test out is available. To receive test-out credit, a student must complete two 5-minute timings with 10 or fewer errors that net the grad speed for his or her course of study. The timings must be completed in an Empire computer lab and be observed by a scheduled instructor to receive credit. Test out credit will then be given for the course.
LATE WORK OR TESTING:	There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.

**CHEATING:**

“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

**FINAL GRADE:**

The final grade will be Pass or Fail. To pass, all assignments (lessons) **MUST BE COMPLETED as specified in this syllabus**. If these lessons are completed before the end of the module, please ask your instructor for a syllabus for the next class.

An Incomplete will only be given if the form is completed, approved, and submitted by the instructor in the class by Wednesday on the final week of the module. Attendance must be 80 percent or above and 50 percent of all lesson must be completed. Please see your instructor for the form.

**ANTICIPATED LEARNING OUTCOMES:**

1. Upon completing this course, the student will:
2. Demonstrate the ability to keyboard by touch using proper keyboarding techniques.
3. Demonstrate the ability to type letters, reports, tables and memos from a rough draft.
4. Be able to type with no more than 6 errors on a three-minute timed writing and no more than 10 errors on a five-minute timing.
5. Be able to use spell check, grammar check, and change formatting.

# INSTRUCTIONS

## CM127A/B—Keyboarding and Intro to Word I

Go to <https://empirecollege.gdp11.com>. As a new student, choose I have a registration code on the first screen.

<p><b>1<sup>st</sup> Screen</b></p>	<p><b>Next—&gt;</b></p>	<p><b>Next—&gt;</b></p>																		
<p><b>Next—&gt;</b></p>	<p><b>Next—&gt;</b></p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th>Class Name</th> <th>Section</th> </tr> </thead> <tbody> <tr><td>CM127A</td><td>No Section</td></tr> <tr><td>CM127A Evening</td><td>No Section</td></tr> <tr><td>CM127B</td><td>No Section</td></tr> <tr><td>CM127C</td><td>No Section</td></tr> <tr><td>CM127C Evening</td><td>No Section</td></tr> <tr><td>CM127T</td><td>No Section</td></tr> <tr><td>CM144A</td><td>No Section</td></tr> <tr><td>CM144A Evening</td><td>No Section</td></tr> </tbody> </table>	Class Name	Section	CM127A	No Section	CM127A Evening	No Section	CM127B	No Section	CM127C	No Section	CM127C Evening	No Section	CM127T	No Section	CM144A	No Section	CM144A Evening	No Section	<p><b>Next—&gt;</b></p>
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# CM127A/B—Keyboarding and Intro to Word I

## IMPORTANT INFORMATION

**BEGINNING THE CLASS** Go to <https://empirecollege.gdp11.com>.

- If you have already registered in the program, login and go to **My GDP**, click on **My Info**, **Edit**, and **select the class, which matches this syllabus, CM127A/B**.
- Click **Save Settings**. Return to lessons and begin with Lesson 1.
- The software, book, and this outline work together to guide you through the class.
- Please read all instructions on the screen and in the book carefully.

### **GOAL OF THE CLASS**

- The goal of the class is to use the correct fingering without looking at the keys and to strive for accuracy during that process.
- **Paced Practices** only need to be repeated 2 times before moving on in the program. To do that, go to Lessons and move to the next letter.

### **EXITING THE PROGRAM**

- To exit the program, click on **X on the top right portion of your screen**. (If you are in the middle of a lesson, click Lessons before you click the X.)
- Press **Enter** or click on *Yes* to exit.

### **5-MINUTE TIMED WRITINGS AND GRAD SPEED**

- Click on the **Timed Writing** section on the top of your screen.
- Scroll down to **Supplementary Timings** (the last listings that are located in the back of your book starting on page SB-26). Make sure that the timing matches the copy you are keyboarding.
- If you reach your grad speed on two timings (five-minute timings with 10 or fewer errors subtracted from the speed) please have your instructor view your speed on the screen before closing. This must be done in a scheduled computer lab with a scheduled instructor to receive credit. Your instructor must know you are working on this as he or she must verify the speed on your screen. Please ask your instructor for assistance.

### **VIEWING YOUR PROGRESS**

- Select **My GDP** to view your Portfolio.

# INSTRUCTIONS FOR CREATING, SAVING, and SUBMITTING WORD PROCESSING DOCUMENTS

## TO BEGIN AN ASSIGNMENT

- Click the **START WORK** button under Step 1
- Click **OPEN**
- Type the assignment from the textbook
- Click on **Office Button** on the top left corner of screen
- Click on **Save As**
- Click on **My Computer** in the **Look In** panel on the left.
- In the right panel, **Click** on your Flash Drive (it will be **D:\** if you are using a Wyse computer at Empire). If you are not using Wyse computer in Room 100 or at home, please locate your drive (usually it will be E:\).
- Type the file name **exactly as it is listed in the lesson** (for example 26-3) in the filename box at the bottom of the screen
- Click **SAVE** (the file name will appear at the top of the document as well as on the Status Bar below).

## TO SUBMIT WORK

- Return to the GDP program using the GDP11e button at the bottom of the page on the status bar
- Click the **Browse** button under Step 2
- Locate the file that you just saved on your USB Flash Drive
- Click **My Computer** in the **Look In** panel
- In the right panel, **Click** on your Flash Drive (it will be **D:\** if you are using a Wyse computer at Empire). If you are in Room 100 or at home, select the drive with your files (usually E:\).
- Browse to locate your file and Click
- Click **Submit** under Step 3
- The document will score and show you the errors that need to be corrected
- If you have less than 3 errors, you may continue with the next assignment but remember it is a good practice to identify your errors and fix them
- To close and return to the edit button, click the **X** in the upper right hand corner

## TO CORRECT ERRORS AND RESCORE A DOCUMENT

- To correct your errors, return to Step 1 and click **EDIT** (or Click on the name of the file that you just saved on the Status Bar)
- Make your corrections and resave the document with the same file name. It should ask you if you want to replace the old one, and you should Click **Yes**.
- To resave your work, click the blue disk (**Save Button**) on the ribbon at the top of the page on the status bar
- Click the **Browse** button under Step 2
- Locate the file that you just saved on your USB Flash Drive

## Evening Schedule

# Assignment 1

<b>Lesson 1</b>	<p><b>Page 3 – Complete Sections A-J</b></p> <p><b>Section J</b> is a timed writing. If you read the directions on the screen carefully, it will tell you whether Word Wrap is ON or OFF. If Word Wrap is on, do not hit enter at the end of each line. If Word Wrap is off, hit enter at the end of each line. If you are unsure, ask your instructor for assistance before you begin your timing. Keep typing the same lines until the time is up. Repeat at least once. Keep your eyes on the copy. HINT: To move to the next Lesson, click on the Lesson 2 folder, then double click on A. Warmup.</p>
<b>Lesson 2</b>	<p><b>Page 7 – Complete Sections A-I</b></p> <p><b>Section I</b> Take a timing on I. Repeat at least once. It can be repeated as many times as you like. Check Word Wrap.</p>
<b>Lesson 3</b>	<p><b>Page 11 – Complete Sections A-H</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once. Try to reach or exceed the goal for the timing.</p>
<b>Lesson 4</b>	<p><b>Page 14 – Complete Sections A-H</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once.</p>
<b>Lesson 5</b>	<p><b>Page 18 – Complete Sections A-H</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once. Aim for the speed goal.</p>
<b>Lesson 6</b>	<p><b>Page 22 – Complete Sections A-G</b></p> <p><b>Section G</b> is a timed writing. Repeat at least once. Aim for the speed goal.</p>
<b>Lesson 7</b>	<p><b>Page 25 – Complete Sections A-G</b></p> <p><b>HINT: Check the status line at the bottom of the screen to make sure you are typing the correct lines.</b></p> <p><b>Section G</b> is a timed writing. Repeat at least once.</p>
<b>Lesson 8</b>	<p><b>Page 28 – Complete Sections A-H</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once. Check Word Wrap.</p>
<b>Lesson 9</b>	<p><b>Page 31 – Complete Sections A-H</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once.</p>
<b>Lesson 10</b>	<p><b>Page 34 – Complete Sections A-I</b></p> <p><b>Section I</b> is a timed writing. Repeat at least once.</p>

# SKIP Lessons 11-20

You will be only doing the word processing portion of Lessons 21 to 24 using the manual (small spiral book). **Please have your instructor explain this portion of the class to you.**

- Lesson 21 — Section E—Use your word processing manual
- Lesson 22 —Section D—Use your word processing manual
- Lesson 23 —Section I—Use your word processing manual
- Lesson 24 —Section E—Use your word processing manual

**Please have your instructor explain this portion of the class to you.**

Whenever you see a reference to your word processing manual, please use the small spiral book.

Complete and score **Report 26-3** to 3 or fewer errors and **SKIP 26-4 and 26-5**, as listed in this syllabus. Your documents should be completed with no more than 3 errors. If you have more than 3 errors, the documents must be edited. From this point, all reports, tables, letters, and other correspondence must be edited to 3 or fewer errors to pass the class.

**\*\*HINT\*\*** When you see 20--, type the current year.

INTRODUCTION TO WORD I—CM127B (EVENING)

Lesson 21	<p><b>Complete Section E</b>  <b>Section E</b> You will use your MANUAL (the small spiral book) for this section. Start on pg. 6, Lesson 21. Complete the purple sections of each Lesson. If you are unsure how to complete the tasks, step-by-step instructions are included on the white pages prior to the task.</p>
Lesson 22	<p><b>Complete Section D</b>  <b>Section D</b> Use your MANUAL to complete this section.</p>
Lesson 23	<p><b>Complete Section I</b>  <b>Section I</b> Use your MANUAL to complete this section.</p>
Lesson 24	<p><b>Complete Section E</b>  <b>Section E</b> Use your MANUAL to complete this section.</p>
Lesson 25	<p><b>SKIP THE ENTIRE SECTION</b></p>
Lesson 26	<p><b>Complete A-E—Business Letters with Enclosures</b>  <b>Section C</b>— Complete the 3-minute timed writing at least once with no more than 6 errors.  <b>Complete and score 26-3. You must edit all your word processing documents listed in this syllabus to 3 or fewer errors to successfully complete this class and have your instructor sign and date your sheet with the number or errors.</b>  <b>HINT: When you see 20--, type the current year.</b>  <b>HINT: The   means press enter and start a new line.</b>  <b>The urs should be replaced with your first and last initial in lowercase.</b>  <b>SKIP 26-4 AND 26-5</b></p>
Lesson 27	<p><b>Complete A-E— Business Letters with Enclosures</b>  <b>SKIP SECTIONS B &amp; C</b>  <b>Complete and score 27-8 with 3 or fewer errors. Please have your instructor view your work and sign your sheet for each of the word processing lessons.</b>  <b>SKIP 27-6 AND 27-7</b></p>

	Lesson 28	<p><b>Complete A-G—Envelopes and Labels</b></p> <p><b>SKIP SECTION B</b></p> <p><b>Section C</b>— Complete the <b>3-minute timed writing</b> at least once with no more than 6 errors.</p> <p><b>Section G</b> —Use your manual to complete this section</p> <p>Complete and score <b>28-9 and 28-10</b> with 3 or fewer errors. <b>Please have your instructor view your work and sign your sheet for each of the word processing lessons.</b></p> <p><b>SKIP 28-11, 28-12 , 28-13</b></p>
	Lesson 29	<p><b>Complete A-L—Memos and E-mail with Attachments</b></p> <p><b>SKIP B—The MAP</b></p> <p><b>SKIP—Section L—Page 47</b></p> <p>Complete and score <b>29-14</b>, with 3 or fewer errors. <b>Please have your instructor view your work and sign your sheet for each of the word processing lessons.</b></p> <p><b>SKIP 29-15 and 29-16</b></p>
	Lesson 30	<p><b>SKIP ENTIRE LESSON</b></p>
	Lesson 31	<p><b>Complete A-H—One-Page Business Reports</b></p> <p><b>SKIP SECTIONS B The MAP &amp; C</b></p> <p><b>Section H</b>—Use your manual to complete this section.</p> <p>Complete and score <b>31-1</b> with three or fewer errors. <b>Please have your instructor view your work and sign your sheet for each of the word processing lessons.</b></p> <p><b>SKIP 31-2</b></p>
	Lesson 32	<p><b>Complete A-F—Multipage Business Reports</b></p> <p><b>Section F</b>—Use your manual to complete this section.</p> <p>Complete and score <b>32-3</b> with 3 or fewer errors.</p> <p><b>SKIP 32-4</b></p>
	Lesson 33	<p><b>Complete A-K—Business Reports with Lists</b></p> <p><b>SKIP B—THE MAP</b></p> <p><b>Section K</b>—Use your manual to complete this section</p> <p>Complete and score <b>33-5</b> with 3 or fewer errors. <b>Please have your instructor view your work and sign your sheet for each of the word processing lessons.</b> <b>SKIP 33-6</b></p>
	Lesson 34	<p><b>Complete A-H—Academic Reports with Lists</b></p> <p><b>SKIP SECTION B</b></p> <p><b>Section D</b> Complete the <b>3-minute timed writing</b>. Repeat until you can reach your goal of no more than 6 errors.</p> <p><b>Section H</b>—Use your manual to complete this section.</p> <p>Complete and score <b>34-7</b> with 3 or fewer errors. <b>Please have your instructor view your work and sign your sheet for each of the word processing lessons.</b> <b>SKIP 34-8</b></p>

Lesson 35	<p><b>Complete A-F—More Rough-Draft Reports</b></p> <p><b>SKIP SECTION C</b></p> <p><b>Section F</b>—Use your manual to complete this section</p> <p>Complete and score 35-9 with 3 or fewer errors. Please have your instructor view your work and sign your sheet for each of the word processing lessons.</p> <p><b>SKIP 35-10</b></p>
Lesson 36	<p><b>Complete A-F—Boxed Tables</b></p> <p><b>Section C</b> —Complete the 3-minute timed writing with no more than 6 errors.</p> <p><b>Section F</b>—Use your manual to complete this section</p> <p>Complete 36-1 and 36-2 with 3 or fewer errors. Please have your instructor view your work and sign your sheet for each of the word processing lessons.</p> <p><b>SKIP 36-3, and 36-4</b></p> <p><b>**Complete a 5-minute timed writing with no more than 10 errors**</b>          (To complete the timing, click on <b>Timed Writings</b> on the menu bar and click on the OTHER tab to view the Supplementary Timed Writings. The Supplementary Timing pages are in the back of your book. The timings start on Page SB-26.)</p>
Lesson 37	<p><b>Complete A-F—Open Tables</b></p> <p><b>SKIP SECTIONS B The MAP &amp; C</b></p> <p><b>Section F</b>—Use your manual to complete this section</p> <p>Complete and score 37-5 with 3 or fewer errors. Please have your instructor view your work and sign your sheet for each of the word processing lessons.</p> <p><b>SKIP 37-6 and 37-7</b></p>
Lesson 38	<p><b>Complete A-E—Open Tables with Column Headings</b></p> <p><b>SKIP SECTION B</b></p> <p><b>Section C</b> is a 3-minute timed writing. Repeat until you can reach your goal of no more than 6 errors.</p> <p><b>Section E</b>—Use your manual to complete this section</p> <p>Complete and score 38-8 with 3 or fewer errors. Please have your instructor view your work and sign your sheet for each of the word processing lessons.</p> <p><b>SKIP 38-9, 38-10, and 38-11</b></p>
Lesson 39	<p><b>Complete A-I—Ruled Tables with Number Columns</b></p> <p><b>Section B—Skip the MAP</b></p> <p><b>Section I</b>—Use your manual to complete this section</p> <p>Complete and score 39-12 with 3 or fewer errors. Please have your instructor view your work and sign your sheet for each of the word processing lessons.</p> <p><b>SKIP 39-13 and 39-14</b></p>

	<b>Lesson 40</b>	<b>SKIP ENTIRE LESSON</b>
	<b>5-minute Timed Writing</b>	<p><b>**Complete a 5-minute timed writing with no more than 10 errors**</b>          (To complete the timing, click on <b>Timed Writings</b> on the menu bar and click on the OTHER tab to view the Supplementary Timed Writings. The Supplementary Timing pages are in the back of your book. The timings start on Page SB-26.)          Have your instructor view your timing and record it on your sheet.</p>
	<b>PART 2</b>	<ul style="list-style-type: none"> <li>• <b>Complete the 3-minute timing with 6 or fewer errors</b></li> <li>• <b>Complete Test 2-21 with zero errors</b></li> <li>• <b>Complete Test 2-12 with zero errors</b></li> <li>• <b>Complete Test 2-16 with zero errors</b></li> </ul> <p><b>Each test should be completed in 15 minutes or less with 0 (zero) errors.</b></p> <p><b>Please have your instructor view your work and sign your sheet for the timings and the each of the tests.</b></p> <p><b>Please have you instructor review your sheet to be certain you have completed the class. Without your instructor's approval, you will not pass this class.</b></p>

## GDP RECORDING AND SCORING TIPS

<b>GREEN</b>	GDP thinks there is a missing word. Add what is in green.
<b>BLUE</b>	GDP thinks there is an extra word. Take out what is in blue.
<b>RED</b>	<p>GDP thinks there is something misspelled. This may include:</p> <p>Spelling errors:      Check for words ending in ‘ed’, ‘s’, ‘ing’, etc.</p> <p>Punctuation:          Check capital letters, commas, etc.</p> <p>Spaces:                  GDP attaches the space after a word as part of the spelling of that word. Make sure you have the right spacing. Use the ¶ button on the toolbar in Word to see all of your ‘hidden characters’, which include spaces and paragraph marks.</p>
<b>HYPHENS</b>	<p>If you’re getting an error with a hyphen, first check your syllabus for directions, otherwise try a different version of the hyphen:</p> <ul style="list-style-type: none"> <li>• Simple hyphen - press the key above the P.</li> <li>• Long dash — press [Ctrl] + [Alt] + [minus on the 10-key pad]</li> </ul>
<b>TO CORRECT ERRORS</b>	<ul style="list-style-type: none"> <li>• <b>Page Numbering</b>—In exercises where there is to be a Page Number inserted, it needs to be done as follows: <u>Insert, Page Number, Top of Page</u>, select <u>format 3</u> (right aligned on top), then click on <u>Different First Page</u>.</li> <li>• <b>Table Borders</b>—In exercises where the table needs to have certain borders, even when the student seems to have done it correctly, GDP marks it wrong. Select the entire table, remove all the borders, and then insert borders one by one.</li> <li>• <b>Font Size</b>—There are a number of lessons working with tables that require the formatting to have 12 point font for the content of the table and 14 point font for the heading of the table. Select the entire table, apply 12 point font to the entire table, and then select the heading and apply 14 point font.</li> <li>• <b>Memos</b>—Lessons involving Memos should have all the side headings (i.e. Memo, Subject, etc) in <b>BOLD</b>, <i>including</i> the colon.</li> <li>• <b>Reports</b>—Reports with side headings under major headings need to be in <b>BOLD</b>, <b>INCLUDING</b> the Period that follows.</li> </ul>

**\*Remember to read all the instructions! Your syllabus has sections to skip!**



# GRADUATION SPEEDS

Two 5-minute timings with 10 or fewer errors that net the grad speed (or better) for the major are required. Net typing speed is calculated by subtracting the number of errors from gross speed. **Timings must be completed at Empire College on two different timings in a computer lab with a scheduled instructor. The instructor must view them on the screen, record them, and sign them for the student to receive credit.**

Major	Evening	Accounting	Speed	Next Class
AAA	AAN	Specialized Associate Degree – Accounting	35	CM127B
ACA	CAN	Accounting With Computer Applications	35	CM127B
ACE	AEN	Accounting Essentials	40	CM127B

## Information Technology

AAT/AYA	ANN/AYN	Specialized Associate Degree – Microsoft	25	CM192A
AAC/AWA	CAN/AWN	Specialized Associate Degree – Cisco	25	CM192A
ALT/AXA	LLN/AXN	Specialized Associate Degree – Linux	25	CM192A
AIS/AZA	AIN/AZN	Specialized Associate Degree – Security	25	CM192A
NSS	NSN	Network Specialist	25	CM192A
NAA	NAN	Network Administrator	25	CM192A
CSS	CSN	Computer Support Specialist	25	CM192A

## Legal

ALA	ALN	Specialized Associate Degree – Paralegal	45	CM127B
LOA	LON	Legal Office Administration	50	CM127B
LCC	LCN	Legal Secretary	50	CM127B

## Medical

AMA	AMN	Specialized Associate Degree – Medical Assistant	40	CM127B
AHA	AHN	Specialized Associate Degree – Health Information Concentration	40	CM127B
APA	APN	Specialized Associate Degree – Phlebotomy Concentration	40	CM127B
MAA	MAN	Medical Administrative Assistant	40	CM127B
MCC	MNN	Clinical Medical Assistant	30	CM127B
MTB	MTN	Medical Billing and Coding Technician	30	CM127B

## Office Administration

ASA	ASN	Specialized Associate Degree – Office Administration	50	CM127B
AFA		Specialized Associate Degree – Guest Services	50	CM127B
EOA	EON	Executive Office Administration	50	CM127B
AOA	AON	Administrative Assistant	40	CM127B
ABE	ABN	Accelerated Business Essentials	40	CM127B
CBB	CBN	Computerized Business Skills – Business	40	CM127B

## Tourism and Hospitality

AFA		Specialized Associate Degree – Office Administration - Guest Services	50	CM127B
TTH		Tourism, Hospitality, and Wine Industries	30	CM127B
CTH		Tourism, Hospitality, and Wine Industries - Accelerated	30	CM192A

**CM127A/B—Keyboarding and Word I (Lessons 1-40)**  
**EVENING CLASS SCHEDULE**

6-Week Module	3-Week Module	Assign Number	Lessons		Graded Assignments	Errors and Date	Instructor's Signature
Week 1		1	1-5	Keyboarding			
			6-10	Keyboarding			
			21-24	Do Manual Exercises			
Week 2	Week 1	2	25	<b>SKIP</b>			
			26	A-E	26-3		
			27	A-E	27-8		
			28	A-G	28-9 and 28-10		
			29	A-L	29-14		
			30	<b>SKIP</b>	<b>SKIP</b>		
Week 3		3	31	A-H	31-1		
			32	A-F	32-3		
			33	A-K	33-5		
Week 4	Week 2	4	34	A-H	34-7		
			35	A-F	35-9		
			36	A-F	36-1 36-2		
Week 5		5	37	A-F	37-5		
			38	A-E	38-8		
			39	A-I	39-12		
			40	<b>SKIP</b>	<b>SKIP</b>		
Week 6		6	<b>Test 2</b>	3-minute timing 2-21—Correspondence 2-12—Report 2-16—Table	≤ 6 errors 0 errors per document 0 errors per document 0 errors per document		
Overall			<b>Timings</b>	Five 3-min timings ≤6 errors Two 5-min supplementary timings ≤10 errors			