BASIC TYPING & SENTENCE FORMATTING

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DOWNLOAD the TYPING PROGRAM

1. You will begin this course by downloading the free typing program. You access that program by clicking this link: Download TypeFaster-install.exe (1.81 MB)

2. When you reach that page then click on the link "TypeFaster Typing Tutor" to go to the download page. Sometimes the download starts automatically. In that case click "Run" when the pop-up window appears. Then when the download is finished another pop-up will appear. Click "Run" again and then follow the instructions.
If the download does not start automatically, then go on to the next instruction in this list.

3. Click the large green button entitled "Download Now" and then when the download window asks what to do, click on "Run" and then follow the instructions to install the program on your computer.

TO ACCESS the PROGRAM

1. To use the program after it is installed click on the blue upper-case "T" icon that was installed on your desktop. If the icon was not installed, then click the Start button on your computer and then click to show All Programs. Scroll to the TypeFaster folder and open it and then right click the bold T and select "Send to Desktop (create shortcut)." After the shortcut is installed you can click on the bold blue T on your desktop to open the program.

2. When the program opens click on "New User" and type your name in the Username field. Keep a record of this because you will need it to access the program in the future.

3. In the Password field type a password and keep a record of it because you will need the password every time you run the program. Then repeat the password in the Confirm password field. This must match the password exactly including upper or lower case.

4. Click the Save New User button.

5. Back on the login page enter your Username and Password.

6. Click the Login button and the program will open and the onscreen keyboard will appear.

ONSCREEN KEYBOARD
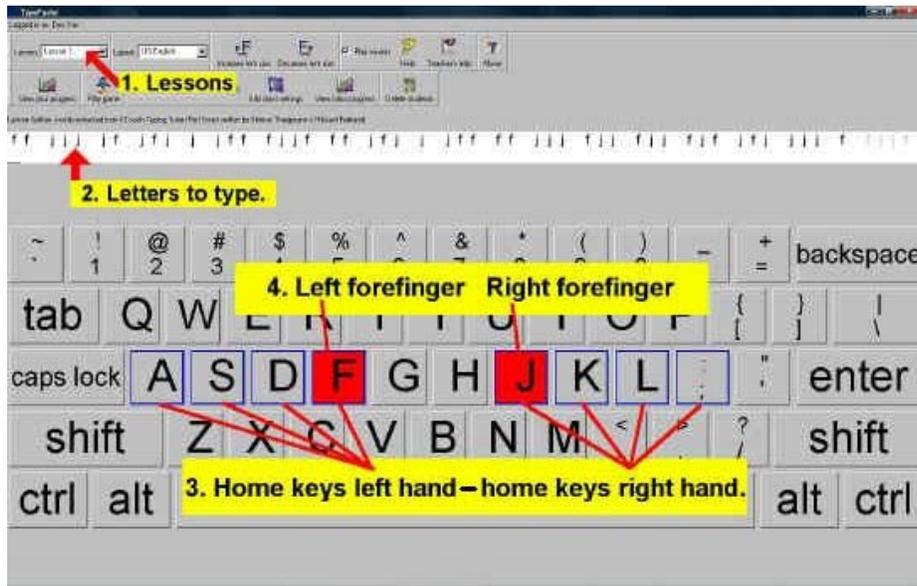
Click image if you want to see a larger picture of the keyboard.

In the image you will find:

1. The lesson number in the upper left-hand corner.

2. The letters you are to type in that lesson are in the white strip that extends across the screen.

3. The "home keys" where you place the four fingers of your left hand and the four fingers of your right hand. Those fingers are to always return to those "home keys" whenever they are used to type any letter.

4. The Left forefinger is to always return to the F key in the red box and the Right forefinger is to return to the J key in the red box. These are called the "home" keys for those two fingers. Each of those letters on your keyboard has a raised dot or rectangle for tactile indication for your fingers that they are on the right and left "home" keys.


General Instructions:

1. You will proceed through the lessons meeting the attendance requirement of 1 week minimum per lesson.

2. Once you have met the minimum attendance of 1 week per lesson you still cannot proceed to the next lesson until you are scoring the minimum Words per Minute and the minimum True Accuracy as specified in the instructions for each lesson.

In this course we require that you correct all mistakes. Therefore, your "Accuracy (allows backspace):" must always be 100%. This score shows that you have corrected all mistakes by backspacing to erase them and the retyping them correctly before proceeding to the next letter.

Those figures will be given to you in a Scoring window that will pop up when you have completed each time through a lesson.
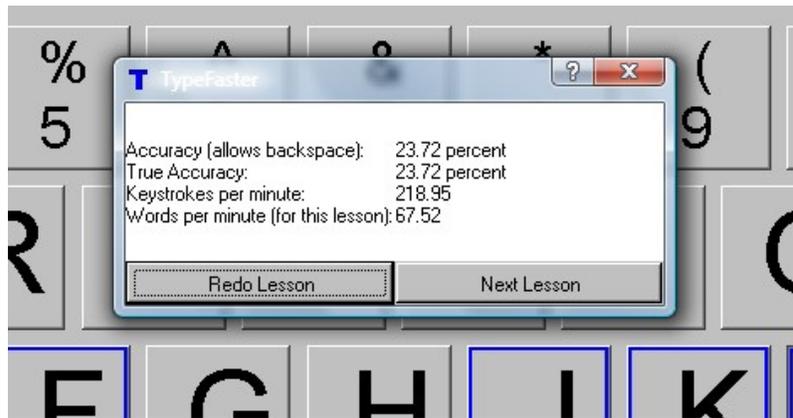
Notice the second line in the picture marked "True Accuracy" on the left and the percent number indicated on the right end of that line.

Also notice, "Words per minute (for this lesson):" on the bottom line on the left and the number on the right.

Those are the figures you must enter on your report form that you submit to us when you have met the minimums for those two and the minimum attendance as specified in the instructions for each lesson. Make a notation somewhere of your scores for submission on your form.

Use the backspace key to erase any incorrect letters that you type and then retype using the correct letters. **You must correct all mistakes.** Mistakes show up in the white strip as red colored letters right below the correct letter. When you have corrected all mistakes your "Accuracy (allows backspace)" will read 100%.

3. You must turn in a **Typing Report Form** for each lesson to verify that you have met the stated scoring minimums as stated in the notes for that lesson. Do not submit that form until after you have also met the minimum attendance per lesson requirement. On that form your "Accuracy (allows backspace):" must always be 100%. However, your "True Accuracy"; "Keystrokes per minute:"; and your "Words per minute (for this lesson)" will vary from lesson to lesson. Any minimums for them will be listed in the lesson instructions.

4. Your next lesson will start the day after you have passed the previous section by meeting the scoring minimums and have turned in your **Typing Report Form** for the previous section.

5. There are no tests for Lessons 1 - 9. For those lessons you must practice each one until you meet the stated requirements and then you can go on to the next one.

6. Lesson 10 will include instructions on proper basic capitalization of letters (proper "case") and you will be expected to use proper case in all communication with the college after you have passed that Lesson. As you progress past Lesson 10 you will be instructed in other elements of proper sentence structure.

7. Testing will begin with Lesson 10.

I. FIRST LESSON

Practice Typing "Lesson 1"

Please read all of the Instructions before proceeding to your first practice session.

INSTRUCTIONS:

A. Find the Lesson window on the TypeFaster screen and make sure it indicates Lesson 1.
    1. See the picture above for instructions where to find that window.
    2. If it does not indicate Lesson 1, then click the small arrow to the right of the Lesson window
      and when the menu of lessons drops down click on Lesson 1 to open it.

B. Place the fingers of your left and right hands on their respective "home" keys and begin typing Lesson 1. Make sure you observe proper "case" while typing the letters. (Case means capitalized or not capitalized letters.) Lower case is the normal letters that appear in the white strip as you type and for Upper case, which means capital letters, you hold down the Shift key while you type the letter.

1. The letters in the white strip that you are to type will be indicated on the onscreen keyboard by the letters turning red. You will type from left side to right side across the screen in the white strip.

2. Use the backspace key to erase any incorrect letters that you type and then retype using the correct letters. You must correct all mistakes. Mistakes show up in the white strip as red colored letters right below the correct letter.

3. Be aware that you must type the spaces that are between each small series of letters in the white strip.

4. Use only either your left thumb or your right thumb to depress the space bar to type a space. Do not use any of your fingers to depress the space bar. Use only either the left or the right thumb.

5. When you have typed all of the letters in the white strip across the screen then the white strip will automatically flip to the next series of letters in the Lesson and move them to the left end of the white strip.   You will then continue from left to right across the screen until you reach the end of the Lesson. You will know you are at the end because the scoring box will pop up on your screen.

6. You may look at the computer keyboard while doing this lesson but if possible try to make it only a quick glance. In later lessons you will not be allowed to look at the keyboard so you may want to start practicing for that from the start.

C. In Lesson 1 your fingers will not have to leave their home keys. However, in future lessons make sure that your fingers <u>always</u> return to their respective "home" keys after use.

D. You must take a minimum of one week attendance for this lesson. However, you must practice this lesson until you are typing a minimum of 10 words per minute with 80% " True Accuracy" while correcting all mistakes as you type by backspacing so that the top line of the pop-up scoring window, "Accuracy (Allows backspace)," is 100%, before you can proceed to the next lesson even if that takes you longer than 1 week. Your next lesson will start the day after you have met this requirement and turned in your **Typing Report Form**. The program will score your progress for you and a pop-up window (pictured above in the General Instructions) will give you your results at the end of the exercise.   Repeat the exercises until you can meet the minimum required words per minute and the required True Accuracy then record your scores from the pop-up and continue practicing. Use the highest scores from all of your practice sessions to submit in your typing report form. Click this link to go to a **Typing Report Form** which you can fill out with your high scores and submit to the college. Do not submit that form until you have met the minimum attendance for this lesson which is one week. You may submit the form on or after the 7th day of the required week. Your next lesson starts the day after you have met the minimums and submitted your Typing Report Form.

II. - III.
SECOND and THIRD LESSONS

Practice Typing "Lesson 2" and "Lesson 3"

Please read all of the Instructions before proceeding to your second practice session.

INSTRUCTIONS:

A. You must take a minimum of one week attendance for each of these lessons. However, you must practice Lesson 2 until you are typing a minimum of 12 words per minute with 80% " True Accuracy" while correcting all mistakes by backspacing as you type so that the top line of the pop-up scoring window, "Accuracy (Allows backspace)," is 100%, before you can proceed to Lesson 3 even if that takes you longer than 1 week. Lesson 3 will start the day after you have met this requirement for Lesson 2 and turned in your **Typing Report Form** for Lesson 2. When you have met that same requirement for Lesson 3 then you may proceed to Lesson 4 beginning on the next day. The program will score your progress for you and a pop-up window will give you your results at the end of each exercise. Repeat the exercises until you can meet the minimum required words per minute and the required True Accuracy then record your scores from the pop-up and continue practicing. Use the highest scores from all of your

practice sessions to submit in your typing report form. Click this link to go to a **Typing Report Form** which you can fill out with your high scores and submit to the college. Do not submit that form until you have met the minimum attendance for this lesson which is one week. You may submit the form on or after the 7th day of the required week. Your next lesson starts the day after you have met the minimums and submitted your Typing Report Form.

B. You may glance at your computer keyboard while doing this exercise but, if possible, try to make it only a brief glance.

C. Use the backspace key to erase any incorrect letters that you type and then retype using the correct letters.
    You must correct all mistakes. Mistakes show up in the white strip as red colored letters right below the correct letter.
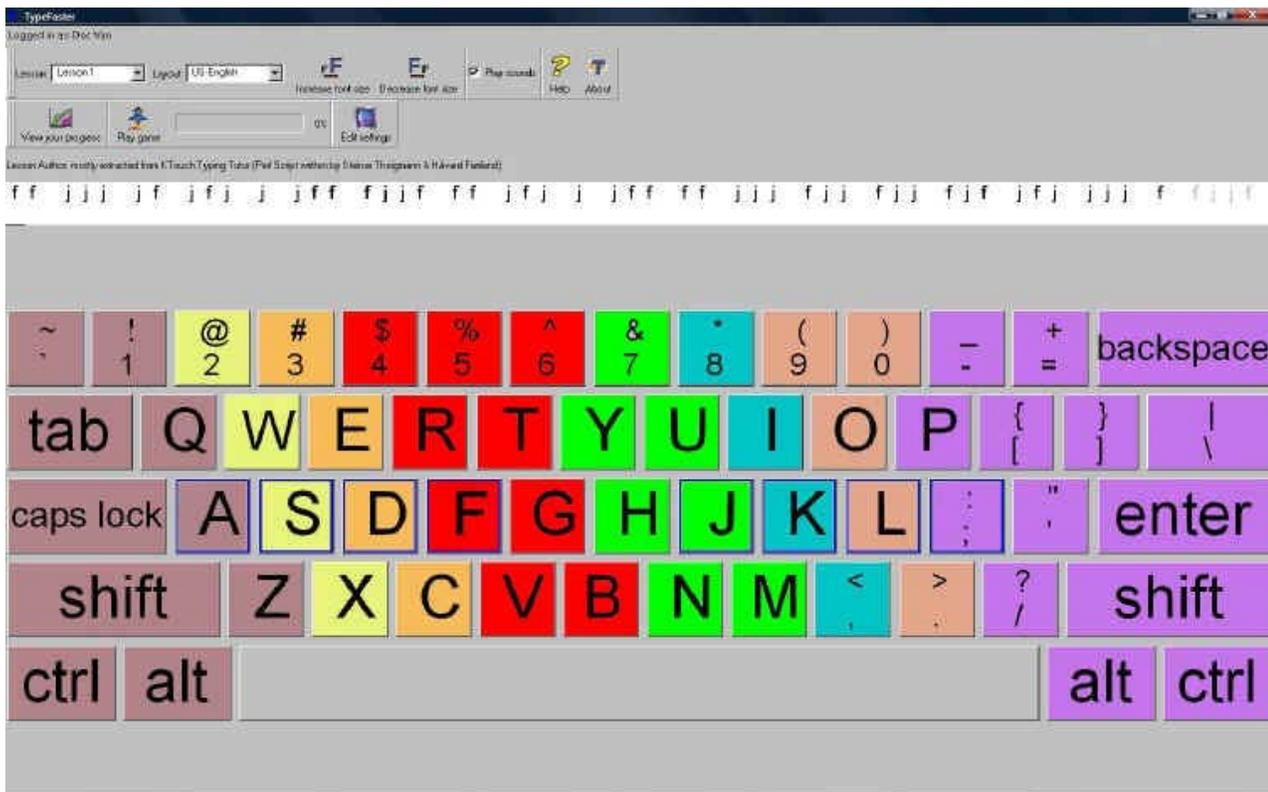

IV. - IX.
LESSONS FOUR through NINE

Practice Typing "Lesson 4" through "Lesson 9"

Please read all of the Instructions before proceeding to the practice session.

In lesson Four your fingers will begin leaving their "home keys" to type letters above or below them. The following graphic will show you which fingers to use for letters out of the "home keys" line.

Each of the home key fingers are used to cover all keys in their color zone.
"F" finger covers all of the keys in the Red zone.
"J" finger covers all of the keys in the Green zone.
"D" finger finger covers all of the keys in the Orange zone.
 Etc. for the rest of the color zones.
 Use either thumb for the Grey space bar.

INSTRUCTIONS for Lessons Four through Nine:

A. You must take a minimum of one week attendance for each of these lessons. However, you must practice Lesson 4 until you are typing a minimum of 15 words per minute with 90% " True Accuracy" while correcting all mistakes by backspacing as you type so that the top line of the pop-up scoring window, "Accuracy (Allows backspace)," is 100%, before you proceed to Lesson 5 even if that takes you longer than 1 week. Lesson 5 will start the day after you have met these requirements for Lesson 4 and turned in your **Typing Report Form**.

The requirement for Lesson 5 through Lesson 9 is a minimum of 20 words per minute and 90% "True Accuracy" and 100% "Accuracy," and a minimum of one week of attendance for each lesson, and then you may proceed to the next lesson beginning on the next day after you have met the minimum requirements. The program will score your progress for you and a pop-up window will give you your results at the end of each exercise. Repeat the exercises until you can meet the minimum required words per minute and the required True Accuracy then record your scores from the pop-up and continue practicing. Use the highest scores from all of your practice sessions to submit in your typing report form. Click this link to go to a **Typing Report Form** which you can fill out with your high scores and submit to the college. Do not submit that form until you have met the minimum attendance for this lesson which is one week. You may submit the form on or after the 7th day of the required week. Your next lesson starts the day after you have met the minimums and submitted your Typing Report Form.

B. Try not to look at your keyboard while typing except to maybe find your home keys for your left and right forefingers.

C. Use the backspace key to erase any incorrect letters that you type and then retype using the correct letters. You must correct all mistakes. Mistakes show up in the white strip as red colored letters right below the correct letter.

X.
LESSON TEN

Practice Typing "Lesson 10"

Please read all of the Instructions before proceeding to the practice session.

INSTRUCTIONS:

A. You must take a minimum of one week attendance for this lesson. You must practice Lesson 10 until you are typing a minimum of 25 words per minute with 90% "True Accuracy" and 100% "Accuracy."

B. Be aware that you will begin using punctuation in this Lesson.

C. Try not to look at your keyboard while typing except to find your home keys for your left and right forefingers. By the time you have reached this point in the course you should be able to "touch type" which means typing without looking at the keyboard except for occasional glances. Do not proceed past this lesson until you can do so. If necessary repeat this lesson and the previous lessons until you can touch type with only occasional glances at the keyboard.
In lesson 11 and above you will be required to touch type. Practice lessons 1 through 10 until you can do so. Then you may proceed to lesson 11.

D. The requirement for Lesson 10 is a minimum of 25 words per minute with 90% "True Accuracy" while correcting all mistakes by backspacing as you type so that the top line of the pop-up scoring window, "Accuracy (Allows backspace)," is 100%, and a minimum of one week of attendance for the lesson. The program will score your

progress for you and a pop-up window will give you your results at the end of each exercise. Repeat the exercises until you can meet the minimum required words per minute and the required True Accuracy then record your scores from the pop-up and continue practicing for the remainder of the week of minimum attendance. Use the highest scores from all of your practice sessions to submit in your typing report form. Click this link to go to a **Typing Report Form** which you can fill out with your high scores and submit to the college. Do not submit that form until you have met the minimum attendance for this lesson which is one week. You may submit the form on or after the 7th day of the required week. Your next lesson starts the day after you have met the minimums and submitted your Typing Report Form.

    E. Use the backspace key to erase any incorrect letters that you type and then retype using the correct letters. You must correct all mistakes. Mistakes show up in the white strip as red colored letters right below the correct letter.

    F. Study and follow the following section on Proper Case before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Proper Case

- English (US) general usage of case will be observed in all communication with the college from this time onward.

- "Capitalization" is writing a word with its first letter as a majuscule (upper-case letter) and the remaining letters in miniscules (lower-case letters).

- Writing of sentences in all capital letters is not allowed.

- Writing of sentences in all lower-case letters is not allowed.

- The first word in a sentence is capitalized, as is the first word in any quoted sentence.

- All proper names are capitalized.

- The nominative form of the singular first-person pronoun, "I" is capitalized, along with all its contractions (I'll, I'm, etc.).

- Capitalize nouns and pronouns used to refer to God (reverential capitals): as in "hallowed be Thy name," or "look what He has done."
    - Capitalize any word referring to God: "the Lamb," or "the Almighty," and "Thy Name."
    - This only pertains to references to the true "God" Jehovah. Pronouns that refer to false gods are not capitalized.
    - However, the proper names of false gods are capitalized because they fall under the rule for proper names given above.
    - Capitalization of the entire word LORD is allowed, and should be used, only when the word refers to "Jehovah, (YAHWEH, יהוה)" in the Hebrew text or in the KJV translated from it into English.

    Please take the following test at the end of the week of required attendance and after you have submitted your Typing Report for this lesson. You may not proceed with the next lesson until you have scored 100% on this test.

be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 10.

There is a time limit of 5 minutes on the test.

<div align="center">

Lesson Ten
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

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Once you have received a score of 100% on the test for Lesson X. and met the minimum attendance requirement of one week, then you may proceed to Lesson XI.

<div align="center">

XI. - XIV.
LESSONS ELEVEN through FOURTEEN

Practice Typing "Lesson 11" through "Lesson 14"
Basic sentence formatting is in lesson 12.

**You are required to "touch type" from this point on in the course.
If you cannot do so then you are not allowed to proceed with
lesson XI. and following. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

Please read all of the Instructions before proceeding to the practice session.

</div>

INSTRUCTIONS:

A. You must take a minimum of one week attendance for each of these lesson.

B. You must practice each of these lessons until you are typing a minimum of 30 Words per Minute with 95% "True Accuracy." You must correct <u>all</u> <u>mistakes</u> while typing for an "Accuracy (allows backspace)" (which is the top line in the pop-up score window) of 100%.
Repeat the exercises until you can meet the minimum required words per minute and the required True Accuracy then record your scores from the pop-up and continue practicing. Use the highest scores from all of your practice sessions to submit in your typing report form. Click this link to go to a **Typing Report Form** which you can fill out with your high scores and submit to the college. Do not submit that form until you have met the minimum attendance for this lesson which is one week. You may submit the form on or after the 7th day of the required week. Your next lesson starts the day after you have met the minimums and submitted your Typing Report Form and passed the Lesson test.

C. You are only allowed to glance at your keyboard from time to time while typing these lessons. You may do so to find your home keys for your left and right forefingers or to reposition your fingers in general. Occasional glancing at the keyboard to find a key is allowable but not more than 3 or 4 times during each exercise. If you successfully completed the lessons up to this point you should be familiar enough with the keyboard to not have to look at it while

typing. If you are not able to do so, then you may not complete this lesson nor may you go on to the following lessons. You must practice the lower lessons until you are able to touch type, then you can proceed with this and the following lessons.

LESSON XI.

A. You must take a minimum of one week attendance for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing.
    You can do so by using the backspace key to erase mistakes so you can then make corrections as you type.

After you have completed Lesson XI. and submitted your Typing Report Form for that lesson, please take the following test before beginning attendance for Lesson XII. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 11.

There is a time limit of 5 minutes on the test.

Lesson 11
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

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Once you have received a score of 100% on the test for Lesson XI. and met the minimum attendance requirement of one week, then you may proceed to to Lesson XII.

LESSON XII.

A. Remember, a minimum of 30 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window.

D. Study and follow the following section on Basic Sentence Formatting before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic Sentence Formatting

- **ATTENTION:** Basic sentence formatting is to be learned and is to be used in all communication with the college after you have successfully completed this lesson. Likewise, all **Proper Case** must be used in all communication with SLBC after you have successfully completed lesson **X.** This includes all forms and comments in those forms and all emails sent to the college.

- The following rules cover only the most basic of sentence formatting and structure. Each student is encouraged to go on to further study and use this course as a jumping off point to a more in-depth study of English, grammar, and writing.

- All communication with SLBC (Salt Lake Bible College) from this point on must be spell checked before submission.

Basic rules of sentence formatting:

- All sentences must begin with a capital letter.

- All sentences must end with proper punctuation. (Period, question mark, or exclamation point.)

- All sentences must utilize proper capitalization of all words as per the **PROPER CASE** rules in the previous lesson.

- All words used in sentences must be spelled correctly.

- Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

After you have completed Lesson XII. and submitted your Typing Report Form for that lesson, please take the following test before beginning attendance for Lesson XIII. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<p style="text-align:center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 12.

There is a time limit of 5 minutes on the test.

Lesson 12
TEST

This test is closed book. You cannot use any
of the study materials nor can you receive

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any outside help or use other materials
while taking this test. It must be
done from memory alone.

Once you have received a score of 100% on the test for Lesson XII. and met the minimum attendance requirement of one week, then you may proceed to to Lesson XIII.

LESSON XIII.

A. Remember, a minimum of 30 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window.

D. Study and follow the following section on Basic Sentence Formatting (cont.) before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.) :

- At an absolute minimum, learn and use basic sentence structure as utilized in the five examples found at: http://www.eslgold.com/grammar/basic_sentence.html You will be tested on these 5 types of basic sentence structure.

- Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college. As a minimum, use of the 5 types of sentence structure learned in this lesson will also be required in all communication with the college from this point onward.

After you have completed Lesson XIII. and submitted your Typing Report Form for that lesson, please take the following test before beginning attendance for Lesson XIV. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 13.

There is a time limit of 5 minutes on the test.

Lesson 13
TEST
This test is closed book. You cannot use any

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of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.

Once you have received a score of 100% on the test for Lesson XIII. and met the minimum attendance requirement of one week, then you may proceed to to Lesson XIV.

LESSON XIV.

A. Remember, a minimum of 30 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window.

D. Study and follow the following section on Basic Sentence Formatting (cont.) before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.) :
   Continue studying and using basic sentence structure as utilized in the five examples found at: http://www.eslgold.com/grammar/basic_sentence.html You will be tested again on these 5 types of basic sentence structure.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XIV. and submitted your Typing Report Form for that lesson, please take the following test before beginning attendance for Lesson XV. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

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This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order

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for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 14.

There is a time limit of 5 minutes on the test.

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Lesson 14
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

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Once you have received a score of 100% on the test for Lesson XIV. and met the minimum attendance requirement of one week, then you may proceed to to Lesson XV.

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XV.
LESSON FIFTEEN

Practice Typing "Lesson 15"

**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

Please read all of the Instructions before proceeding to the practice session.

</div>

A. A minimum of 35 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to the college.

D. Continue to study and follow the following section on Basic Sentence Formatting (cont.) before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
Continue studying and using basic sentence structure as utilized in the five examples found at:

You will be tested again on these 5 types of basic sentence structure.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XV. and Typing Practice lesson "Common Words" and submitted your Typing Report Form for that lesson, mark the form lesson number 15, please take the following test before beginning attendance for Lesson XVI. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 15.

There is a time limit of 5 minutes on the test.

Lesson 15
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

</div>

    Once you have received a score of 100% on the test for Lesson XV. and met the minimum attendance requirement of one week, then you may proceed to Lesson XVI.

<div align="center">

XVI.
LESSON SIXTEEN

Practice Typing Lesson "Common Words"

</div>

**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

Please read all of the Instructions before proceeding to the practice session.

A. A minimum of 35 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to the college.

D. Continue to study and follow the following section on Basic Sentence Formatting (cont.) before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
Continue studying and using basic sentence structure as utilized in the five examples found at:
http://www.eslgold.com/grammar/basic_sentence.html You will be tested again on these 5 types of basic sentence structure.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XVI. and Typing Practice lesson "Common Words" and submitted your Typing Report Form for that lesson, mark the form lesson number 16, please take the following test before beginning attendance for Lesson XVII. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order

for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 16.

There is a time limit of 5 minutes on the test.

Lesson 16
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

Once you have received a score of 100% on the test for Lesson XVI. and met the minimum attendance requirement of one week, then you may proceed to Lesson XVII.

XVII.
LESSON SEVENTEEN

Practice Typing Lesson "All"

**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

Please read all of the Instructions before proceeding to the practice session.

A. A minimum of 35 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to the college.

D. Continue to study and follow the following section on Basic Sentence Formatting (cont.) before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
Continue studying and using basic sentence structure as utilized in the five examples found at:
http://www.eslgold.com/grammar/basic_sentence.html You will be tested again on these 5 types of basic sentence structure.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XVI. and Typing Practice lesson "All" and submitted your Typing Report Form for that lesson, mark the form lesson number 17, please take the following test before beginning attendance for Lesson XVIII. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 17.

There is a time limit of 5 minutes on the test.

Lesson 17
TEST

This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.

</div>

Once you have received a score of 100% on the test for Lesson XVII. and met the minimum attendance requirement of one week, then you may proceed to Lesson XVIII.

<div align="center">

XVIII.

</div>

LESSON EIGHTEEN

Practice Typing Lesson "Slowest"

A. A minimum of 35 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to the college.

D. Continue to study and follow the following section on Basic Sentence Formatting (cont.) before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
Continue studying and using basic sentence structure as utilized in the five examples found at:
http://www.eslgold.com/grammar/basic_sentence.html You will be tested again on these 5 types of basic sentence structure.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XVIII. and Typing Practice lesson "Slowest" and submitted your Typing Report Form for that lesson, mark the form lesson number 18, please take the following test before beginning attendance for Lesson XIX. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<p style="text-align:center">XIX.
LESSON NINETEEN</p>

Practice Typing Lesson "Least Accurate"

A. A minimum of 35 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to the college.

D. Continue to study and follow the following section on Basic Sentence Formatting (cont.) before proceeding to

your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
   Continue studying and using basic sentence structure as utilized in the five examples found at:
http://www.eslgold.com/grammar/basic_sentence.html You will be tested again on these 5 types of basic sentence structure.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XIX. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form lesson number 19, please take the following test before beginning attendance for Lesson XX. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 19.

There is a time limit of 5 minutes on the test.

Lesson 19
TEST

This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.

</div>

   Once you have received a score of 100% on the test for Lesson XIX. and met the minimum attendance requirement of one week, then you may proceed to Lesson XX.

Practice Typing Lesson "Slowest"

**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

Please read all of the Instructions before proceeding to the practice session.

A. A minimum of 35 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to the college.

D. Continue to study and follow the following section on Basic Sentence Formatting (cont.) before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
You will now go to these pages online: http://www.teaching-esl-to-adults.com/teaching-simple-present.html
You will be tested on "**Simple Present Verb Conjugation of Regular Verbs**."
http://owl.english.purdue.edu/owl/resource/601/01/
You will be tested on the first section under "Sequence of Tenses".

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XX. and Typing Practice lesson "Slowest" and submitted your Typing Report Form for that lesson, mark the form lesson number 20, please take the following test before beginning attendance for Lesson XXI. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

There is a time limit of 5 minutes on the test.

Lesson 20
TEST

This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.

Once you have received a score of 100% on the test for Lesson XX. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXI.

XXI.
LESSON TWENTY-ONE

Practice Typing Lesson "Slowest"

You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.

Please read all of the Instructions before proceeding to the practice session.

A. A minimum of 40 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to

the college.

     D. Study and follow the following section on punctuation before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
   We will now study basic punctuation.

   The lesson is found at: **PUNCTUATION BASICS**

   You will be tested on punctuation basics.   You will also be tested on what was studied in the previous lessons.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After completing this lesson, proper punctuation must be used in all communication with the college.

F. After you have completed Lesson XXI. and Typing Practice lesson "Slowest" and submitted your Typing Report Form for that lesson, mark the form lesson number 21, please take the following test before beginning attendance for Lesson XXII. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 21.

There is a time limit of 10 minutes on the test.

Lesson 21
TEST

This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.

</div>

Once you have received a score of 100% on the test for Lesson XXI. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXII.

XXII.
LESSON TWENTY-TWO

Practice Typing Lesson "Slowest"

You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.

Please read all of the Instructions before proceeding to the practice session.

A. A minimum of 40 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to the college.

D. Study and follow the following section on punctuation before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 20 minutes and the passing score will be 100%. This test will be mostly on "commas."

Basic rules of sentence formatting (cont.)
We will now study basic punctuation.

The lesson is found at: **PUNCTUATION BASICS**

You will be tested on punctuation basics. You will also be tested on what was studied in the previous lessons.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting

correspondence to the college.

E. Proper punctuation must be used in all communication with the college.

F. After you have completed Lesson XXII. and Typing Practice lesson "Slowest" and submitted your Typing Report Form for that lesson, mark the form lesson number 22, please take the following test before beginning attendance for Lesson XXIII. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<p align="center">**This Test is "closed book."**
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 22.</p>

<p align="center">**There is a time limit of 6 minutes on the test.**</p>

<p align="center">**Lesson 22**
TEST</p>

<p align="center">**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**</p>

Once you have received a score of 100% on the test for Lesson XXII. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXIII.

<p align="center">**XXIII.
LESSON TWENTY-THREE**</p>

<p align="center">**Practice Typing Lesson "Least Accurate"**</p>

<p align="center">**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**</p>

<p align="center">**Please read all of the Instructions before proceeding to the practice session.**</p>

A. A minimum of 40 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to the college.

D. Study and follow the following section on punctuation before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
We will now study basic punctuation.

The lesson is found at: **PUNCTUATION BASICS**

You will be tested on punctuation basics. You will also be tested on what was studied in the previous lessons.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After completing this lesson, proper punctuation must be used in all communication with the college.

F. After you have completed Lesson XXIII. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form lesson number 23, please take the following test before beginning attendance for Lesson XXIV. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 23.

There is a time limit of 5 minutes on the test.

Lesson 23
TEST

</div>

Once you have received a score of 100% on the test for Lesson XXIII. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXIV.

XXIV.
LESSON TWENTY-FOUR

Practice Typing Lesson "Least Accurate"

**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

Please read all of the Instructions before proceeding to the practice session.

A. A minimum of 40 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this from this point on in the course as well as in all correspondence sent to the college.

D. Study and follow the following section on punctuation before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
We will now study basic punctuation.

The lesson is found at: **PUNCTUATION BASICS**

You will be tested on punctuation basics. You will also be tested on what was studied in the previous lessons.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all

communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After completing this lesson, proper punctuation must be used in all communication with the college.

F. After you have completed Lesson XXIV. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form lesson number 24, please take the following test before beginning attendance for Lesson XXV. When you have passed this test with a score of 100% you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 24.

There is a time limit of 5 minutes on the test.

Lesson 24
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

</div>

   Once you have received a score of 100% on the test for Lesson XXIV. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXV.

<div align="center">

XXV.
LESSON TWENTY-FIVE

Practice Typing Lesson "Least Accurate"

**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier**

</div>

**lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

Please read all of the Instructions before proceeding to the practice session.

A. A minimum of 40 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this in the course as well as in all correspondence sent to the college.

D. Continue to study and follow the following section on Basic Sentence Formatting (cont.) before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 15 minutes and the passing score will be 100%.

Basic rules of sentence formatting (cont.)
   Continue studying and using basic sentence structure as utilized in the five examples found at:
http://www.eslgold.com/grammar/basic_sentence.html
   You will be tested again on these 5 types of basic sentence structure. You will be tested on these as well as on the other lessons previously studied.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XXV. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form lesson number 25, please take the following test before beginning attendance for Lesson XXVI. When you have passed this test with a score of 100% and have met the minimum attendance for the lesson, you may begin your attendance for the next lesson on the next day.

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for

the Basic Typing course,
and test number 25.

There is a time limit of 5 minutes on the test.

Lesson 25
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

Once you have received a score of 100% on the test for Lesson XXV. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXVI.

XXVI.
LESSON TWENTY-SIX

Practice Typing Lesson "Least Accurate"

**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

Please read all of the Instructions before proceeding to the practice session.

A. A minimum of 40 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this in the course as well as in all correspondence sent to the college.

D. Study the following section on Punctuation before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 5 minutes and the passing score will be 100%.

Punctuation:
In this lesson you will study punctuation at:
http://www.skillsyouneed.com/write/punctuation1.html
You will be tested on punctuation as well as on the other lessons previously studied.

Requirements for all communication with the college for students who have taken this course to this point:

A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XXVI. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form lesson number 26, please take the following test before beginning attendance for Lesson XXVII. When you have passed this test with a score of 100% and have met the minimum attendance for the lesson, you may begin your attendance for the next lesson on the next day.

<p style="text-align:center"><strong style="color:red">This Test is "closed book."
Please click this link, "<strong style="color:blue">Closed Book Test Contract form,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 26.</p>

<p style="text-align:center">There is a time limit of 5 minutes on the test.</p>

<p style="text-align:center"><strong style="color:red">Lesson 26
<strong style="color:blue">TEST</p>

<p style="text-align:center">This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.</p>

Once you have received a score of 100% on the test for Lesson XXVI. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXVII. commencing on the day after you passed the test for this section.

<p style="text-align:center"><strong style="color:darkred">XXVII.
LESSON TWENTY-SEVEN</p>

<p style="text-align:center"><strong style="color:darkred">Practice Typing Lesson "Least Accurate"</p>

<p style="text-align:center"><strong style="color:red">You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue</p>

A. A minimum of 40 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this in the course as well as in all correspondence sent to the college.

D. Study the following section on Quotation Marks before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 5 minutes and the passing score will be 100%.

Punctuation:
   In this lesson you will study Quotation Marks at:
http://www.kimskorner4teachertalk.com/writing/sixtrait/conventions/punctuation.html You will be tested on quotation marks as well as on the other lessons previously studied.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XXVII. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form lesson number 27, please take the following test before beginning attendance for Lesson XXVIII. When you have passed this test with a score of 100% and have met the minimum attendance for the lesson, you may begin your attendance for the next lesson on the next day.

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 27.

There is a time limit of 5 minutes on the test.

TEST

This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.

    Once you have received a score of 100% on the test for Lesson XXVII. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXVIII. commencing on the day after you passed the test for this section.

XXVIII.
LESSON TWENTY-EIGHT

Practice Typing Lesson "Least Accurate"

You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.

Please read all of the Instructions before proceeding to the practice session.

    A. A minimum of 45 words per minute with 95% True Accuracy is required for this lesson.

    B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

    C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this in the course as well as in all correspondence sent to the college.

    D. Study the following section, **Parentheses, Brackets,** and **Underlining (or Italics)**, before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 5 minutes and the passing score will be 100%.

    In this lesson you will study **Parentheses, Brackets,** and **Underlining (or Italics)** at:
http://www.kimskorner4teachertalk.com/writing/sixtrait/conventions/punctuation.html You will be tested on these things as well as on the other lessons previously studied.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

Including what was studied in this current lesson.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XXVIII. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form as lesson number 28, please take the following test before beginning attendance for Lesson XXIX. When you have passed this test with a score of 100% and have met the minimum attendance for the lesson, you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 28.

There is a time limit of 5 minutes on the test.

Lesson 28
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

</div>

    Once you have received a score of 100% on the test for Lesson XXVIII. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXIX. commencing on the day after you passed the test for this section.

<div align="center">

XXIX.
LESSON TWENTY-NINE

Practice Typing Lesson "Least Accurate"

**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

</div>

A. A minimum of 45 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this in the course as well as in all correspondence sent to the college.

D. Study the following sections, **Elipsis, Hyphen,** and **Dash**, before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 10 minutes and the passing score will be 100%.

   In this lesson you will study **Elipsis, Hyphen,** and **Dash**, at:
http://www.kimskorner4teachertalk.com/writing/sixtrait/conventions/punctuation.html You will be tested on these things as well as on the other lessons previously studied.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college. Including what was studied in this current lesson.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XXIX. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form as lesson number 29, please take the following test before beginning attendance for Lesson XXX. When you have passed this test with a score of 100% and have met the minimum attendance for the lesson, you may begin your attendance for the next lesson on the next day.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 29.

There is a time limit of 5 minutes on the test.

Lesson 29
TEST

</div>

Once you have received a score of 100% on the test for Lesson XXIX. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXX. commencing on the day after you passed the test for this section.

<div align="center">

XXX.
LESSON THIRTY

Practice Typing Lesson "Least Accurate"

You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.

Please read all of the Instructions before proceeding to the practice session.

</div>

A. A minimum of 45 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this in the course as well as in all correspondence sent to the college.

D. Study the following section, **Parentheses, Brackets,** and **Underlining (or Italics)**, before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 5 minutes and the passing score will be 100%.

In this lesson you will study **Parentheses, Brackets,** and **Underlining (or Italics)** at: http://www.kimskorner4teachertalk.com/writing/sixtrait/conventions/punctuation.html You will be tested on these things as well as on the other lessons previously studied.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college. Including what was studied in this current lesson.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XXX. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form as lesson number 30, please take the following test before beginning attendance for Lesson XXXI. When you have passed this test with a score of 100% and have met the minimum attendance for the lesson, you may begin your attendance for the next lesson on the next day.

<p style="text-align:center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 30.

There is a time limit of 5 minutes on the test.

Lesson 30
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

</p>

    Once you have received a score of 100% on the test for Lesson XXX. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXXI. commencing on the day after you passed the test for this section.

<p style="text-align:center">

XXXI.
LESSON THIRTY-ONE

Practice Typing Lesson "Least Accurate"

**You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.**

</p>

A. A minimum of 45 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this in the course as well as in all correspondence sent to the college.

D. Study the following sections, **Semi-colon and Colon**, before proceeding to your typing exercise. There will be a test. Test will be "closed book" with a time limit of 5 minutes and the passing score will be 100%.

In this lesson you will study about the **Semi-colon and Colon** at: http://www.kimskorner4teachertalk.com/writing/sixtrait/conventions/punctuation.html You will be tested on these things as well as on the other lessons previously studied.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.

B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college. Including what was studied in this current lesson.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XXXI. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form as lesson number 31, please take the following test before beginning attendance for Lesson XXXII. When you have passed this test with a score of 100% and have met the minimum attendance for the lesson, you may begin your attendance for the next lesson on the next day.

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 31.

There is a time limit of 5 minutes on the test.

Lesson 31
TEST

This test is closed book. You cannot use any

of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.

Once you have received a score of 100% on the test for Lesson XXXI. and met the minimum attendance requirement of one week, then you may proceed to Lesson XXXII. commencing on the day after you passed the test for this section.

XXXII.
LESSON THIRTY-TWO

Practice Typing Lesson "Least Accurate"

You are required to "touch type" at all times.
If you cannot do so then you are not allowed to proceed with
this lesson nor the following ones. Continue practicing the earlier
lessons until you are able to "touch type" with only
occasional glances at the keyboard. When you
are able to touch type you may continue
with this lesson and the following
lessons in the course.

Please read all of the Instructions before proceeding to the practice session.

A. A minimum of 45 words per minute with 95% True Accuracy is required for this lesson.

B. Make sure you meet the one week per lesson minimum attendance before submitting your **Typing Report Form** which you are to fill out with your high scores and submit on or after the 7th day of the required week. Your next lesson attendance begins the day after you submit your report form and pass the test for this Lesson.

C. Correct all mistakes while typing. You can do so by using the backspace key to erase mistakes so you can then make corrections as you type. This will give you the required 100% "Accuracy (allows backspace)" in the pop-up scoring window. You are required to do this in the course as well as in all correspondence sent to the college.

D. Study the following sections before proceeding to your typing exercise. There will be a test. Test will be "closed book" and the passing score will be 90%.

In this lesson you will study **all of the lessons** on the following pages:
   http://www.kimskorner4teachertalk.com/writing/sixtrait/conventions/punctuation.html

   http://www.eslgold.com/grammar/basic_sentence.html

You will be tested on all lessons studied in this course in preparation for your Final Test.

There will be 156 questions on the test and it will have a 3 hour time limit and a passing score of 90%.

Requirements for all communication with the college for students who have taken this course to this point:
A. Basic sentence formatting and proper use of capitalization learned in earlier lessons are to be used in all communication with the college.
B. Proper use of the 5 types of sentence structure are now required in all communication submitted to the college.

C. Only accepted common abbreviations may be used in sentences and only minimum and appropriate usage is allowed.

D. The informal abbreviations used in "texting" and email are not allowed at any time when submitting correspondence to the college.

E. After you have completed Lesson XXXII. and Typing Practice lesson "Least Accurate" and submitted your Typing Report Form for that lesson, mark the form as lesson number 32, please take the following test.

<div align="center">

This Test is "closed book."
Please click this link, "**Closed Book Test Contract form**,"
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.
Indicate on the form that it is for
the Basic Typing course,
and test number 32.

Test is in three parts.
You must score 90% to pass the test.
There is a time limit of 1 hour on each part.

Lesson 32
TEST

**This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.**

</div>

   Once you have received a score of 100% on the test for Lesson XXXII. and met the minimum attendance requirement of one week, then you may proceed to the next section.

<div align="center">

FINAL TEST

</div>

A. When you have passed the previous test with a score of 90% and have met the minimum attendance for this course overall, which is 32 full weeks computed from the date of your Begin Sign In form, then you must submit a **Finish Sign In** form for this course. Partial weeks do not count toward fulfillment of the minimum attendance- use only full, 7 day, weeks for your computations.

   You will not receive the Password for the Final Test by submitting this form; it is only used for purposes of computing your fulfillment of the minimum attendance requirement for this course.

B. You must now submit a **Closed Book Test Contract Form** to apply for the Password for the Final Test. You may take the Final Test on or after the next day after you have met the minimum attendance for the course and passed all of the other tests in the course.

   If you have not passed all of the lower tests, which is one requirement of this course, then this test will be disallowed. If it is disallowed it will not be credited to your test file and you will have to retake it when you have met all of the requirements for the course- including those concerning tests.

<div align="center">

This Test is "closed book."

</div>

Please click this link, "**Closed Book Test Contract form**,"
to submit that form, if you have not already done so,
before proceeding to the test. This form MUST
be submitted before you take the test in order
for you to receive the password and for
your score to be added to your file.

There are 3 parts to the test.
You must receive a score of 90% to pass.
There is a time limit of 1 hour per part.

FINAL TEST

This test is closed book. You cannot use any
of the study materials nor can you receive
any outside help or use other materials
while taking this test. It must be
done from memory alone.

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