COURSE DESCRIPTION:
An introduction to the world championship keyboarding techniques, methods, drills and strategies in order to develop a student’s keyboarding capabilities.

TEXT AND MATERIALS REQUIRED:

Text Cortez Peters’ Championship Keyboarding Drills with Home Version Software
Author Cortez Peters
ISBN 0-07-301094-4
Publisher McGraw-Hill
Edition Fourth

COURSE OBJECTIVES:
Upon successful completion of this course, the student in accordance with the grading standards will be able to:

1. Demonstrate proper keyboarding technique.
2. Develop speed building techniques.
3. Develop accuracy building techniques.
4. 

GRADING PROCEDURES:
The final grade will be based on:

50% = successful completion of eight weekly cycles including pretesting activities, charting and corrective practice, and posttests. Each cycle must be completed in a one-week time frame and there is to be no more than one week between completion of cycles. All indicated printouts must be turned in to get credit for a cycle.

All 8 cycles complete with all printouts turned in = A
1 cycle missing or 1-2 cycles with incomplete paperwork = B
2 cycles missing or 3-4 cycles with incomplete paperwork = C
3 cycles missing or 5-6 cycles with incomplete paperwork = D
4 or more cycles missing or 7-8 cycles with incomplete paperwork = F

50% = NWAM Improvement. This component of your grade is based on the improvement in the NWAM speed from the first 5-minute timing to the last of the eight weekly cycles. The faster a student’s initial typing speed is, the more difficult it is to increase NWAM, so grading standards take into consideration the student’s initial or starting speed.

See Improvement Scale on Page 3 of Syllabus

GETTING STARTED:
Keyboarding-Speedbuilding 8/3/2010
• Using Home Version Software CD, follow installation instructions to install software to computer you will be using.
• Follow setup instructions to save student data to a floppy disk or flash drive.
• From the startup menu, choose Programs and point to Irwin Keyboarding.
• Select Cortez Peters Championship Keyboarding Classes.
• Complete the on-screen registration form and click Save.
• There is an optional 5-minute warmup activity. If you would like to bypass this to the Main Menu, click the Next button.
• Select Pretest 1 and 5-minute Timed Writing 1. (Pretest/Posttest Timed Writings start on page 23 of your book). Complete two attempts on this timing.
• When you complete the second timing, a speed and accuracy graph will display (chart 1). Print this graph. Then a Misstroke analysis graph will display (chart 2) – print this graph also. At the bottom of the Chart 2, click View Prescriptions and print the list.
• Next complete the Pretest Diagnostic Timings.
• Print Chart 3 : Speed and Accuracy Analysis.
• View Prescriptions from Diagnostic test and print those.
• Go to Corrective Practice
• Complete the Accuracy studies from the Prescriptions from the 5-minuted timed pretests. If there are more than ten, complete the first ten listed.
• Complete the Accuracy and Speed Studies from the Prescriptions listed following the Diagnostic Test for the cycle.
• Select Skill Development Paragraphs and work on these for 10-15 minutes.
• Go back to Pretest-Posttest and complete the 5-minute Posttest Timed Writing and Posttest Diagnostic Test to complete the cycle.
• Print a Summary Report of the cycle and turn it in with Charts 1, 2, 3 and Prescriptions printed for the cycle.
• REPEAT THIS PROCESS FOR EACH OF THE CYCLES, 1-8.
**IMPROVEMENT SCALE**

<table>
<thead>
<tr>
<th>Course Entry Speed</th>
<th>Grade A</th>
<th>Grade B</th>
<th>Grade C</th>
<th>Grade D</th>
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<tbody>
<tr>
<td>70 or above</td>
<td>+4 wam</td>
<td>+3 wam</td>
<td>+2 wam</td>
<td>+1 wam</td>
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<tr>
<td>60-69</td>
<td>+5 wam</td>
<td>+4 wam</td>
<td>+2-3 wam</td>
<td>+1 wam</td>
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<td>50-59</td>
<td>+6 wam</td>
<td>+5 wam</td>
<td>+3-4 wam</td>
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<tr>
<td>40-49</td>
<td>+7 wam</td>
<td>+6 wam</td>
<td>+4-5 wam</td>
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<tr>
<td>30-39</td>
<td>+8 wam</td>
<td>+7 wam</td>
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<td>+4 wam</td>
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<tr>
<td>29 or below</td>
<td>+8 wam</td>
<td>+7 wam</td>
<td>+6 wam</td>
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<tr>
<td></td>
<td>Pretest 5” Minute Speed/Errors</td>
<td>1” Minute Diagnostic Test</td>
<td>Accuracy Drills</td>
<td>Speed Drills</td>
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X  Not needed during this week