Reedley Community College
Reedley, California

OT 46 - CHAMPIONSHIP TYPING (54991)
Short Term Class - 2000 Syllabus
March 13 - May 19, 2000

Louise Auernheimer, Instructor
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Class Meeting Time and Location

Thursday	1 p.m. - 1:50 p.m. - Bus 41	
Friday	9 p.m. - 10:50 a.m. - Bus 41	
Friday	1 p.m. - 2:00 p.m. - Bus 41	
Holiday	April 17 -21, 2000 - Spring Break	

Textbook

Championship Keyboarding Drills, 3rd Edition, by Cortez Peters

Entrance Skills

20 wpm with 3 errors or less
Keyboard memorized

Course Objective

The author, Cortez Peters, Jr., was born into a world championship typewriting family and, like his father, was an undefeated typewriting champion. He believed he was probably more knowledgeable than any keyboarding author about the best way to develop speed with a high degree of accuracy because of his championship typing background.

There are four effective methods for developing speed, namely: championship techniques, concentration, rhythmic keying, and conscientious practicing. These four methods should all be used together. One without the other will not be effective.

The program used for this course is a comprehensive and definitive approach to building keyboarding skills. This program is designed to build speed while maintaining a high degree of accuracy and accomplishes this through its diagnostic approach of identifying individual keystroking weaknesses and prescribing specific drills to correct these weaknesses.

At the end of this course the student should be able to pass three five-minute timings at the listed standards:

First Time	Second Time	Third Time	Fourth Time
35 gwam = A	45 gwam = A	55 gwam = A	65 gwam = A
30 - 34 B	40 - 44 B	50 - 54 B	60 - 64 B
25 - 29 C	35 - 39 C	45 - 49 C	55 - 59 C
20 - 24 D	30 - 34 D	40 - 44 D	50 - 54 D
19 or below F	29 or below F	39 or below F	49 or below F
5 errors or less	4 errors or less	3 errors or less	2 errors or less

Course Outline

This course is a computerized speed building program. The following cycle will be repeated throughout the term.

- ✓ Warm-up
- ✓ Pretest
- ✓ Corrective Practices
- ✓ Speed Building
- ✓ Post test

The computer will analyze your pretest and prescribe drills just for your weaknesses. Everyone will be working on different material and at a somewhat different pace. After all the corrective practices have been completed, the post test should show an improvement in either speed or accuracy or both. Typing speed and accuracy will improve faster if practice is on a daily basis.

Attendance and Class Conduct

- ✓ Class attendance is required for student success.
- ✓ Three absences may result in an instructor drop. **If you do not intend to complete the class, it is your responsibility to drop.**
- ✓ Punctuality is part of attendance. Be on time and ready to work.
- ✓ So that everyone can get the most out of the lessons and get a positive grade, it is suggested that no visiting or talking take place during the hour.
- ✓ No food, drinks, or visitors are allowed in the classroom.
- ✓ NO internet use during class.