COURSE DESCRIPTION

Prerequisites: None.

This course is designed to provide an individualized diagnostic and prescriptive method for developing speed and accuracy.

This is a 2 credit hour course. (2 Lec.)

WECM END-OF-COURSE OUTCOMES: Learning outcomes/objectives are determined by local occupational need and business and industry trends.

STUDENT LEARNING OUTCOMES:

Upon successful completion of ITSC 1291 Speed and Accuracy, students will be able to:

- Write a one page research paper describing the Cortez Peters Program
- Compute gross words a minute (GWAM) speed
- Count errors
- Demonstrate correct positioning techniques
- Detect error pattern in accuracy

COURSE MATERIALS


Others: Pen, Pencil, Paper

A student of this institution (El Centro College) is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
Major Course Requirement
Students will complete START HERE Assignments
Students will complete a Learning Style Inventory.
Students will participate in Discussion forums addressing talking points about topics in each lecture unit
Students will complete study guide questions on the speed and accuracy program.
Students will complete speed and accuracy lab assignments on the following topics:
  - Warm-up
  - Skill Development
  - Speed Studies
  - Accuracy Studies
A 5-minute skills based assessment will evaluate the student’s speed and accuracy skills.
An objective exam will evaluate the student’s understanding of keyboarding, speed and accuracy concepts.

Subject Matter
Introduction to Cortez Peters Championship Keyboarding Drills
  - Champion Techniques
  - How To Use Cortez Peters Program
  - Agenda of Cycle Activities
  - Identifying Errors
  - Accuracy Studies
  - Speed Studies
  - 5-Minute Timed Writings

Disclaimer
The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

Policies
Students should click on the links below and read all of these policies.

General institutional policies
Course-related institutional policies