OT O25: Keyboard Speedbuilding  
Fall Quarter, 2005  
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Course Description: This course is designed for students who have already correctly mastered the keys on the keyboard, but want to build speed and accuracy. A software program which prescribes drills based on your needs is used. The class will consist of keyboarding practice by completing drills and exercises.

Outcomes: By the end of the quarter, you will be able to:
- Demonstrate good keyboarding techniques by touch
- Increase 10 net words per minute on speed and accuracy in entering straight-copy.
- Meet any individual goals set by you and the instructor

Text:
Speedbuilding – Building Speed and Accuracy on the Keyboard by Eide
Cortez Peters – Championship Keyboarding

Grading Criteria:
75% Practice
Daily practice with proper technique is the key to improving. You should be putting in Approximately 50 minutes a day of practice to complete the sessions outlined on the back. Your grade for this portion will be based on how many sessions you complete.
45 Sessions = 100% 40 Sessions = 85% 35 Sessions = 75% 25 Sessions = 65%

25% Improvement
Based on NWPM improvement and/or goals set by instructor. Concentrate on using good typing technique throughout each lesson – how much you improve is highly related to your technique. If you really want to improve, CONCENTRATE – don’t just try to get through the lessons ASAP.

General Rules:
1. Turn in your reports daily.
2. Try for one session a day. If you get behind you can slowly catch up but NO MORE than 2 sessions can be completed in a day so DON’T get too far behind!
3. Focus on good technique when completing lessons – don’t get irritated if I correct your technique – it’s my job to nag you on this!
4. See me if you need help. “I got stuck” is not an excuse for not completing the work.

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