

| Week | (follow this carefully) CAB 106—Speed & Accuracy | Assignment Due at the end of the week |
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| Get Ready | <p>(Hint: Accurate typing on your pretests give you less homework)</p> <p>Install Cortez Peter Championship software (which is included in the textbook)</p> <p>Introduction to the Cortez Peters Championship method of keyboarding.</p> <p>Attend Orientation in Des Plaines Orientation is approx. 30 minutes.</p> <p>***Strongly recommended to get started***</p> | <p>Hint: Each Cycle (lesson) consists of 2 parts—Part 1 = 5 minute timing Part 2—10 Diagnostic sentences. Each of these parts prescribes homework drills to help you improve. These homework drills are called Prescriptions. Print out both Prescription lists and type the Accuracy Drills & Speed Drills that it assigns to you.</p> |
| 1 1st Cycle | <ul style="list-style-type: none"> • Warm Up • Pretest #1 one 5 minute timing p.23 and Diagnostic Test #1 p. 54 (10 sentences) (each part of pretest #1 will give you a separate prescription list. Print out both lists) • Review the Charts—Misstroke Analysis Chart, Speed and Accuracy Graph, Diagnostic Chart • Skill Development Paragraph p.59 (10 attempts to correctly type paragraphs at increasing speeds—see Chart 4 • Posttest #1 (you retype the same 5-minute timing and the same 10 Diagnostic sentences to see if you have improved) | <p>Cycle 1 is due Sunday</p> <p>Cycle (Lesson) #1 Both Prescription Lists (Pretest 1: 5 Min Timings and Diagnostic Test) and corresponding homework drills.</p> <p>Skill Dev. Paragraphs (10 attempts)</p> |
| 2 2nd Cycle | <ul style="list-style-type: none"> • Warm Up • Pretest #2 one 5 minute timing p.24 and Diagnostic Test #2 p. 54 (10 sentences) • Review the Misstroke Analysis Chart and Speed and Accuracy Chart • Print out both Prescriptions List (5 min. timings and Diagnostic Sentences). Begin Speed Study Drills and Accuracy Study Drills. • Skill Development Paragraph p.59(10 attempts to correctly type paragraphs at increasing speeds—see Chart 4 • Posttest #2 | <p>Cycle 2 is due Sunday</p> <p>Cycle (Lesson) #2 Print both Prescription Lists and do the corresponding homework drills</p> <p>Skill Dev. Paragraphs (10 attempts)</p> |

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| <p style="text-align: center;">3 3rd Cycle</p> | <ul style="list-style-type: none"> • Warm Up • Pretest #3 one 5 minute timing p.25 and Diagnostic Test #3 p. 54 (10 sentences) • Review Misstroke Analysis Chart and Speed and Accuracy Chart • Print out both Prescriptions List (5 min. timings and Diagnostic Sentences). Begin Speed Study Drills and Accuracy Study Drills. • Skill Development Paragraphs p.59 (10 attempts to correctly type paragraphs at increasing speeds—see Chart 4 <p>Posttest #3</p> | <p>Cycle 3 is due Sunday</p> <p>Cycle (Lesson) #3 Print both Prescription Lists and do the corresponding homework drills</p> <p>Skill Dev. Paragraphs (10 attempts)</p> |
| <p style="text-align: center;">4 4th Cycle</p> | <ul style="list-style-type: none"> • Warm Up • Pretest #4 one 5 minute timing p.26 and Diagnostic Test #4 p. 55 (10 sentences) • Review Misstroke Analysis Chart and Speed and Accuracy Chart • Print out both Prescriptions List (5 min. timing and Diagnostic Sentences). Begin Speed Study Drills and Accuracy Study Drills. • Skill Development Paragraphs p.59 (10 attempts to correctly type paragraphs at increasing speeds—see Chart 4 • Posttest #4 | <p>Cycle 4 is due Sunday</p> <p>Cycle (Lesson) #4 Print both Prescription Lists and do the corresponding homework drills</p> <p>Skill Dev. Paragraphs (10 attempts)</p> |
| <p style="text-align: center;">5 5th Cycle</p> | <ul style="list-style-type: none"> • Warm Up • Pretest #5 one 5 minute timing p.27 and Diagnostic Test #5 p. 55 (10 sentences) • Review Misstroke Analysis Chart and Speed and Accuracy Chart • Print out both Prescriptions List (5 min. timing and Diagnostic Sentences). Begin Speed Study Drills and Accuracy Study Drills. • Skill Development Paragraphs p.59 (10 attempts to correctly type paragraphs at increasing speeds—see Chart 4 • Posttest #5 • Print out a Final Summary Report (Reports, Summary Report, Print Report) | <p>Cycle 5 is due Sunday</p> <p>Cycle (Lesson) #5 Print both Prescription Lists and do the corresponding homework drills</p> <p>Skill Dev. Paragraphs (10 attempts)</p> <p>Class officially ends All work must be complete by that date.</p> |

Note: Every student will have different homework due based on their achievement on the Pretest Timed writings and the Diagnostic Sentences. **Accurate typing on your pretests gives you less homework**
All printouts are for your use only and not to be turned in.

Here is an example of what one cycle is: (follow this carefully)

One Cycle

Pretest - 5 min timing

Prescriptions Corrective Practice drills (homework) for the - 5 min timing

Pretest - 10 sentences

Prescriptions Corrective Practice drills (homework) for the - 10 sentences

Post test - 5 min timing

Post test - 10 sentences

+ Skill Development Paragraphs that can be done at any time.

Each week you will be completing one cycle. Week 1 is Cycle 1.

Thinks of a cycle as a lesson. So Cycle 1 is the same as Lesson 1.

WARNING: If you do both pretests together, the list of prescriptions for the first pretest is replaced with the list of prescription drills from the next pretest.

You must do Pretest - 5 min timing, then right afterwards the Prescriptions Corrective Practice drills (homework) for the - 5 min timing.

Next do the Pretest - 10 sentences followed by the Prescriptions Corrective Practice drills (homework) for the - 10 sentences.

Post test - 5 min timing and Post test - 10 sentences can be done right after each other.

Installation: be sure to follow my instructions. Use your Oakton email address during installation. That is your name in class. If you are working on campus, please use your first name as your password.

Cheryl Brown cbrown4444@aol.com or cbrown@oakton.edu

Email me to let me know that you have installed the software and are working or if you need help with the installation.