

Welcome to CAB 106—Keyboarding for Speed and Accuracy.

This is a wonderful software program that you will be using.
I have taught it for over 10 years and it really works!

This course may be a little confusing getting started the first week.
After that each week will basically be the same.

The book, Cortez Peters Championship Keyboarding, is available at both the Skokie and Des Plaines campus bookstores. The necessary software is included in the book.

The course is only 4 weeks long during summer and has 4 lessons (which are called Cycles) that you will be completing.

These are the steps for completing Cycle 1. Follow the same steps for all of the other cycles (lessons):

1. Type Pretest 1— 5-minute timing (at the top box on the main menu, click on Pretest 1, at the bottom box click on 5 minute timed writing)
2. You may want to print out the prescription drills assigned by the program for the 5-min timing
3. Type the required Speed or Accuracy drills assigned to you by the program for the 5-minute timing
(email me if you have trouble finding the list of prescriptions or call tech support)
4. Type Pretest 1—ten 1-minute diagnostic sentences(at the top box on the main menu, click on Pretest 1, at the bottom box click on Diagnostic Pretest)
5. You may want to print out the prescription drills assigned by the program for the 10 sentences
6. Type the required Speed or Accuracy drills assigned to you by the program for the 10 diagnostic sentences
(email me if you have trouble finding the list of prescriptions or call tech support)
7. Type Post test 1— 5-minute timing (the same paragraphs as the pretest)
8. Type Post test 1—ten 1-minute sentences (the same sentences as the pretest)

Email me if you have any questions.

My online office hour is Monday 10:00pm, or by appointment.

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