

# Cortez Peters Championship Keyboarding Drills An Individualized Diagnostic And Prescriptive Method For Developing Accuracy And Speed

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#### **BAA Keyboarding 11 - School District 43 Coquitlam**

Peters, Cortez, Cortez Peters Championship Keyboarding Drills, Glencoe, McGraw-Hill (Columbus, OH, USA, 3rd edition, 1987) sib 0-02-80119906  
Teacher Developed Assignments BAA Keyboarding 11 8 Additional Information: In some cases, students are assigned to Keyboarding 11 without the

touch-typing pre-requisite

### **MASTER YLLABUS - West Branch High School**

Cortez Peters Championship Keyboarding Drills, Fourth Edition (required) ISBN: 978-0-072-93625-4 Additional Materials: Keyboarding Pro software (optional) METHODS OF ASSESSMENT/METHODS OF EVALUATION Drill Work/Corrective Practice: After errors from 5' Timings are analyzed, drill work is typed based on the errors from Charts 1-3 (GLOs 1, 3, 6)

### **The Talking Cure By Christopher Hampton**

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### **BRAZOSPORT COLLEGE LAKE JACKSON, TEXAS SYLLABUS ...**

D Cortez Peters - 15% The Cortez Peters Championship Typing Drills represents a proven concept in developing speed and accuracy at the computer It is an individualized diagnostic approach, and it utilizes drills practiced in uninterrupted blocks of time Devoting 16 classroom hours to the drills within a semester will derive maximum benefit

### **KEYBOARDING SPEED AND ACCURACY**

1 Demonstrate keyboarding speed and accuracy proficiency on a 5-minute timed writing 2 Measure overall keyboarding speed and accuracy skill-development progress on a 5-minute timed writing 3 Demonstrate proper keyboarding techniques MATERIALS REQUIRED Textbooks: Cortez Peters' CHAMPIONSHIP Keyboarding Drills, 4th Edition,

### **SPEED AND ACCURACY AM T TH UNITS CRN 10243**

1 Demonstrate keyboarding speed and accuracy proficiency on a 5-minute timed writing 2 Measure overall keyboarding speed and accuracy skill-development progress on a 5-minute timed writing 3 Demonstrate proper keyboarding techniques MATERIALS REQUIRED Textbooks: Cortez Peters' CHAMPIONSHIP Keyboarding Drills, 4th Edition, Peter

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### **CASPER COLLEGE COURSE SYLLABUS BOTK 1655: ...**

Cortez Peters Championship Keyboarding, Skillbuilding & Applications, 4th Edition, by Cortez Peters, 2004, Glencoe/McGraw Hill Class Policies: As a student you are expected to attend all classes for which you are registered and will be accountable for all class work during an absence

### **Consumer Education and • Introduction to Business ...**

Cortez Peters Championship Keyboarding 0-07-293625-8 Drills, Student Edition (softcover, 4th Edition) 2005 9-12 9780072936254 2950

0-07-301360-9 Campus Version Software with CD-ROM (softcover) 2005 9-12 9780073013602 28925 0-07-293628-2 Student Software 2005 9-12 9780072936285 2500

### **MISSISSIPPI STATE UNIVERSITY COLLEGE OF EDUCATION ...**

2 To develop correct keyboarding techniques and basic skills in keyboarding CFPO #3, 10 3 To acquire the knowledge to key various styles of business correspondence CFPO #3, 10 4 To develop good work habits and behavior traits necessary for success in the business world CFPO # 3, 10 5 To key with speed and control CFPO # 3, 10 6

### **COURSE NFORMATION**

Keyboarding & Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 by VanHuss, Forde, and Woo, South-Western Cengage Learning, ISBN #9780538495387 (required) Cortez Peters' Championship Keyboarding Drills, 4th ed, McGraw-Hill Companies, 2005 ISBN #9780072936254 (required) Additional Materials:

### **Non- Degree Applicable Glendale Community College Course ...**

Gregg College Keyboarding & Document Processing (Lesson 1-120)11th ed Boston: McGraw-Hill, 2010 Print 10th Grade Textbook Reading Level ISBN-13: 9780077356583 Peters, Cortez The Cortez Peters Championship Keyboarding Drills: An Individualized Diagnostic and Prescriptive Method for Developing Accuracy and Speed 4thedition New

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