

Course Name	O TEC 1193 (Intermediate Keyboard Skill Building)
CRN	91308
Description	Focuses on building speed and accuracy. A minimum average speed of 40 wpm on three 5-minute timings is required.
Prerequisites	O TEC 1192 or 30 wpm typing speed on a five-minute timing with five or fewer errors.
Start and End Dates	Start: 5/20/08 End: 8/6/08
Instructor Name	Anita Sterchi
Phone	224-5610, ext. 0565
Email	asterchi@cnm.edu
Required face-to-face meetings including but not limited to: Proctored exams, on campus presentations; orientations; midterm exams; final exams, etc.	To remain enrolled in the course, students must attend an orientation on Tuesday, May 20, 6-7 p.m. in the Business Resource Center (BRC) at the Montoya campus (Room H-124) . If you are unable to come to the orientation, email instructor to schedule another time for a face-to-face meeting.
Required Texts	<i>Cortez Peters' Championship Keyboarding Drills with Home Version CD</i> , Fourth Edition, 2005, Glencoe:McGraw-Hill Irwin, CD-ROM (software) included. ISBN Number: 0-07-301-094-4

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Software Requirements: software student must purchase for this course.	Software comes with the textbook.
Recommended connection speed (Dial up, DSL, or High speed)	Any of these.
Additional requirements for this course	Students must be willing to practice and take time writing tests at the Main or Montoya BRC.
Online Information and time commitment	The only web site used for this course is http://planet.cnm.edu/asterchi . Students are expected to practice 2 to 3 hours per week and take timed writing tests in the BRC about once a week. <i>Blackboard is <u>not</u> used in this course.</i>
Additional instructions for registered students	Email instructor after you have enrolled in the course. Remember: the only web site used in this course is http://planet.cnm.edu/asterchi . Remember: <i>Blackboard is <u>not</u> used in this course.</i>
DL Tutorials	http://www.cnm.edu/depts/dl/StudentTutorials.php