

CLASS NUMBER AND NAME:	<b>BM195A—10-KEY KEYPAD</b>
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	<i>10-Key Mastery on the Computer</i> , Barbara Ellsworth, Ellsworth Publishing Company, 2007 <b>online code</b>
CLASS DESCRIPTION:	This class is designed to teach the 10-key numeric keypad by touch using a computer. Industry standards are used as grading criteria.
CLASS OBJECTIVES:	The objective of the class is to develop 10-key speed to 10,000 or more keystrokes per hour with 95% accuracy.
CLASS FORMAT OVERVIEW:	This class is individualized. Lab time is spent working on the Lessons and taking timings. The program scores all the timings and allows the student to repeat each Lesson/timing until his/her speed and accuracy goals are reached.
METHODS OF INSTRUCTION:	This course is a self-paced. Students will experience hands-on 10-key activities.
ATTENDANCE:	It is expected that each student will be in class when class begins every day. Roll will be taken at the beginning of class. Should it be necessary for a student to be late to class or to leave early, the student should notify the instructor ahead of time; it will then be up to the instructor to decide if the student will be counted as present. The instructor's decision will be final.
TESTING:	The program used in this course grades the student according to speed and accuracy.
LATE WORK OR TESTING:	There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.
TEST OUT PROCEDURES:	The requirements for testing out of this class are two 5-minute timings at greater than 8,000 keystrokes per hour. 8,000 keystrokes per hour is a B or 10,000 keystrokes per hour is an A. Use Lesson 24 and Lesson 26. Have your instructor create an account under the BM195A Testout class. All test-outs must be taken during the first week of

the module.

**CHEATING:**

“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

**GRADING POLICIES:**

Each lesson may be repeated as often as necessary to reach the speed and accuracy goals for each exercise. Only progress reports that meet the 95% accuracy requirement will be recorded.

**FINAL GRADE:**

The final grade for this class is based on keystrokes per hour (KPH) as stated in this syllabus. A final grade will be only be given after all assigned work has been successfully completed according to the grading policy. Please see your instructor if you have any questions.

Final grades are based on the following KPH scale on the lessons for this class:

- 10,000 keystrokes per hour = A
- 8,000 keystrokes per hour = B
- 6,000 keystrokes per hour = C
- 4,000 keystrokes per hour = D

**ANTICIPATED LEARNING OUTCOMES:**

1. By the end of the first week, the student will key a minimum of 4,000 keystrokes per hour with 95% accuracy on three 1-minute timings, one timing on the 7-4-1 keys, one timing on the 8-5-2 keys, and one timing on the 9-6-3 keys. The material consists of 3-digit numbers.
2. By the end of the third week the student will key a minimum of 4,000 keystrokes per hour with 95% accuracy on a 3-minute timing using both vertical and horizontal reaches. The material consists of 4-digit numbers.
3. By the end of the fifth week, the student will key a minimum of 4,000 keystrokes per hour with 95% accuracy on two 5-minute timings. The material consists of mixed length numbers including a decimal point.

<b>START-UP INSTRUCTIONS</b>	<b>BM195A—Beginning 10-Key</b>
	<ol style="list-style-type: none"> <li>1. Open Internet Explorer</li> <li>2. Go to <a href="http://keyboardonline.com">keyboardonline.com</a></li> <li>3. LOGIN</li> <li>4. Login: <b>empire</b> Password: <b>empire</b></li> <li>5. Sign In</li> <li>6. Click 10-Key Mastery</li> <li>7. Choose your class from the list (BM195A).</li> <li>8. Choose your last name and click OK. If your name is not on the list, please ask your instructor for assistance.</li> <li>9. Enter <b>the last four digits of your student number.</b></li> <li>10. The first time you log in you will be asked to enter the serial code you purchased at the bookstore.</li> <li>11. Complete the lessons listed below.</li> </ol>
<b>Accuracy:</b>	You must maintain a <b>95 percent</b> accuracy rate. If you don't meet that rate, you must repeat the lesson until it is achieved.
<b>Grading:</b>	<p>Grading is based on the following speeds. You may repeat the lesson to increase your speed and grade.</p> <p style="text-align: center;"> <b>10,000 keystrokes per hour=A</b>  <b>8,000 keystrokes per hour=B</b>  <b>6,000 keystrokes per hour=C</b>  <b>4,000 keystrokes per hour=D</b> </p>
<b>Lessons:</b>	<p>The Lessons below are worth the following percentages of your grade.</p> <p style="text-align: center;"> <b>Lessons ..... 1-22 .....25%</b>  <b>Lesson .....23 .....25%</b>  <b>Lesson .....24 .....25%</b>  <b>Lesson .....26 .....25%</b> </p>

<b>5- Week Schedule</b>	<b>BM195A—Beginning 10-Key</b>
<b>WEEK 1</b>	<b>Read online instructions for the class. Complete Lessons 1-10</b>
<b>WEEK 2</b>	<b>Complete Lessons 11-16</b>
<b>WEEK 3</b>	<b>Complete Lessons 17-22</b>
<b>WEEK 4</b>	<b>Complete Lessons 23 and 24</b>
<b>WEEK 5</b>	<p><b>Complete Lesson 26—Click on Employment Tests on the main page to get to Lesson 26.</b></p> <p><b>NOTE:</b> Remember that you do not have to enter the decimal point on Lesson 26.</p>
<p><b>Improving Your Speed And Grade</b></p> <p>You may re-do your lessons during your scheduled module if you feel you need to improve your grade.</p> <p>If you would like to improve your speed and grade after the class has ended, please resubmit your grade report to an instructor and explain the situation. Putting the sheet in the grade file will not change your grade.</p>	
<p><b>Printing Final Grade Report</b></p> <p>When you have finished all of your lessons, click on the Grade Report link on the main menu then Final Grade. Print out the report and submit to your instructor to determine your grade.</p>	

# Evening Schedule

6-Week Schedule	3-Week Schedule	<b>BM195A—Beginning 10-Key</b>
<b>WEEK 1</b>	Week 1	<b>Read online instructions for the class. Complete Lessons 1-10</b>
<b>WEEK 2</b>		<b>Complete Lessons 11-16</b>
<b>WEEK 3</b>	Week 2	<b>Complete Lessons 17-22</b>
<b>WEEK 4</b>		<b>Complete Lessons 23 and 24</b>
<b>WEEK 5</b>	Week 3	<b>Complete Lesson 26</b> <b>NOTE:</b> Remember that you do not have to enter the decimal point on Lesson 26.
<b>WEEK 6</b>		<b>Work on increasing your speed and accuracy by repeating any low scores to improve your overall grade.</b>

## **Improving Your Speed And Grade**

You may re-do your lessons during your scheduled module if you feel you need to improve your grade.

If you would like to improve your speed and grade after the class has ended, please resubmit your grade report to an instructor and explain the situation. Putting the sheet in the grade file will not change your grade.

## **Printing Final Grade Report**

When you have finished all of your lessons, click on the Grade Report link on the main menu then Final Grade. Print out the report and submit to your instructor to determine your grade.

# BM195A and BM195B

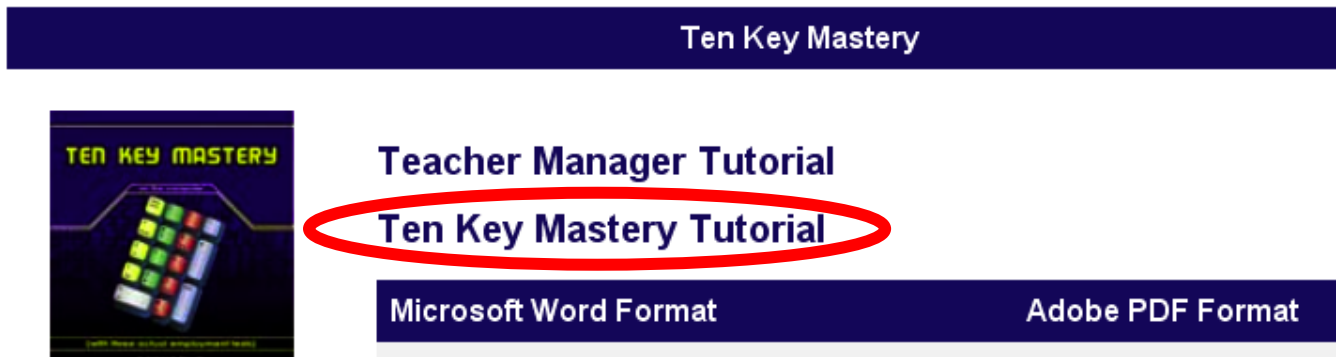
Step One—Purchase a code from the bookstore.

Step Two—Watch the Author’s Demo of your course.

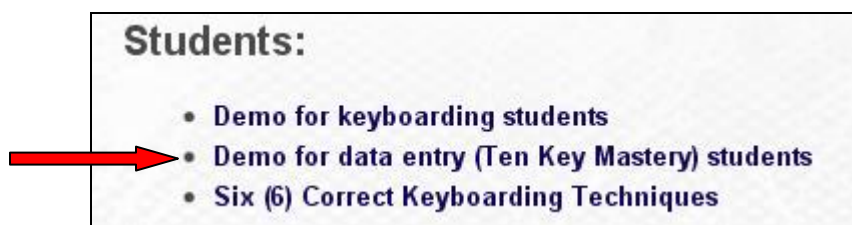
- Launch the internet—**Internet Explorer or Mozilla Firefox work best--**, enter [www.keyboardingonline.com](http://www.keyboardingonline.com) in the URL, and press Enter key.
- You can see the author’s keyboarding demo. You will hear the author’s voice as she demos your entire course for you if you have headphones.
  - Click on the Tutorials tab.



- Click on the tab for your course, and then click on the Ten Key Mastery tutorial.



- Watch the tutorial for the Ten Key:



- After seeing this demo, you should understand your course and be able to go right to work:

**Step Three— Follow along on your computer and syllabus as you read these step-by-step directions. They will give you a demo of your course.**

**Enter the Student Login and Password:**

- If necessary, log in again
  - Go to [www.KeyboardingOnline.com](http://www.KeyboardingOnline.com)
  - Click on the Login tab.
    - Enter the Login as **empire** and the password **empire** and click Sign In.
  - Click on the link for your course (Screen Based Ten Key Mastery).
  - Watch the Keyboard trainer on the first screen to see which fingers to use. It looks like the keyboard.
  - Home Row is **456**—you will be using your **three middle fingers**
  - Your **index finger** will be for **1, 4, 7**, your **middle finger** for **2, 5, 8**, and your **ring finger** for **3, 6, 9**.
  - Use your **thumb** for **0**
  - Use your **little finger** for the **Enter, +, and -** keys
  - Click “Open Existing Student File”
  - Select your class (**BM195A or BM195B**)
  - Select your name
  - Click “Open” at the bottom
    - Your Individual Password is: **your student number**. Then click “OK”.
  - A box appears asking for your serial code—this is asked for only once. The serial code is the code you purchased from the bookstore. After entering the serial code, you are now into the course software.
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**Learning about the Main Menu:**

**User Info**

- Click on **User Info** and enter your e-mail address and phone number. These will appear on the class report for the instructor. When through, click “OK”.

**Setup**

- Click on **Setup**. Check the course standards set by your teacher by clicking on the various tabs. In the last tab (Next Step tab), click the “Finish” button.

**Introduction**

- Click on **Introduction** and go through each step. After Step 8, go to next section “Lessons Menu”.

**Lessons Menu**

- **Double Click on Lessons Menu on the Main Menu. You see Lessons 1-24; the three Employment Tests are Lessons 25, 26, and 27.**
  - **Lesson 1 (1-741 keys) is selected in the Main Menu.**
    - Begin Lesson 1 using your index finger for these keys. Do this without looking at the keys. The 10-key class is designed to be used without looking at the keys.
    - The timer will begin when you press the first key.
    - If you know you made a mistake and want to start over without waiting for it to time out, click on the Timer button and it will reset.
  - **Practice Lesson 1 until you reach your goal**

- Take the drill as many times as necessary to reach your goal. The best three speeds will automatically record that meet the accuracy rate (95%). If you do not reach the 95% accuracy rate, it will not record.
  - After each timing (at the bottom), the program will ask you if you want to take this timing again. Click on Yes to take the timing again until you reach your goal.
  - To continue, just click on Lesson 2 (you don't have to close Lesson 1).
- After achieving your goal on Lesson 1, the next step is to check your progress (see below).

## Progress Report

- *Double Click* on **Progress Reports** on the Main Menu to see all recorded scores. Grades are calculated from the **Best Speeds** column—be sure those scores are high enough.
- When you are finished looking at your Progress Report, go to the next section.

## Grade Reports—On the Grade Reports icon you have two choices:

- **Current Grade.** To check your current (mid-term grade), *double click* on **Grade Reports** on the Main Menu. Click on **Current Grade**. It will show you your average score for all completed lessons so you can compare it to the grading scale.
- **Final Grade.** To check your final grade, click on **Final Grade** in the Main Menu. A final grade will appear only after all assigned lessons are completed.

**THIS IS AN INTERNET CLASS, BE SURE YOU FOLLOW DIRECTIONS IN YOUR SYLLABUS AND DO YOUR WORK ON THE INTERNET!**

Grading scale for BM195A (without looking at the keys).

**\*IMPORTANT NOTE:**

This is a graded class. The grades will be based on the following speeds for **BM195A:**

10,000 KPH	A
8,000 KPH	B
6,000 KPH	C
4,000 KPH	D
Below 4,000	F

**\*IMPORTANT NOTE:**

This is a graded class. The grades will be based on the following speeds for **BM195B:**

12,000 KPH	A
10,000 KPH	B
8,000 KPH	C
6,000 KPH	D
Below 6,000	F

**IMPORTANT:** If you want to raise your grade, go back to your Progress Report and note which scores are lower than your goal. Practice to raise any lower scores—higher scores on the Progress Report can raise your final grade.

### Last Instruction

Be sure to read the instructions carefully. Be sure to do your work online so we can see it. **You do NOT have to turn anything in until you have completed the class (please see instructions)—we can see your scores and grades online in Teacher Manager.**