



CLASS NUMBER AND NAME:	<b>CM127A—BEGINNING KEYBOARDING</b>
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	NONE
TEXT AND MATERIALS:	<i>College Keyboarding &amp; Document Processing</i> , <b>11<sup>th</sup> Edition</b> , Ober, Johnson, and Zimmerly, McGraw Hill, 2010
CLASS DESCRIPTION:	This class includes basic skill development and proper keyboarding techniques.
CLASS OBJECTIVE:	To become familiar with the keyboard and learn to keyboard by touch.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent completing keyboarding assignments using computer software.
METHOD OF INSTRUCTION:	Students are required to complete all 20 assignments.
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.
GRADING POLICY:	The work will be evaluated according to the specified requirements of the assignment.
TESTING:	If a student already knows the keyboard and is fast and accurate, a test out is available. To receive test-out credit, a student must complete two 5-minute timings with 10 or fewer errors that net the grad speed for his or her course of study. Test out credit will then be given for the course.
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.
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.

**FINAL GRADE:**

The final grade will be Pass or Fail. To pass, all 20 assignments (lessons) **MUST BE COMPLETED**. If these lessons are completed before the end of the module, please ask your instructor for a syllabus for the next class.

**ANTICIPATED LEARNING OUTCOMES:**

Upon completing this course, the student will:

1. Demonstrate the ability to keyboard by touch using proper keyboarding techniques.
2. Be able to keyboard with no more than 5 errors on a two-minute timed writing.

# INSTRUCTIONS

## CM127A—KEYBOARDING

Open Internet Explorer and go to <https://empirecollege.gdp11.com>. As a new student, choose I have a registration code on the first screen and follow the screens below:

<p><b>1<sup>st</sup> Screen</b></p> <p>Select you have a registration code.</p>	<p><b>Next→</b></p> <p>Select Yes—you are a student at Empire College.</p>	<p><b>Next→</b></p> <p>Select No—you do not have a username.</p>
<p><b>Next→</b></p> <p>Check the box to agree with the license.</p>	<p><b>Next→</b></p> <p>Select the class that matches your syllabus, CM127A.</p>	<p><b>Next→</b></p> <p>Enter your registration code.</p>
<p><b>Next→</b></p> <p>Fill out all boxes using your student ID, email address, and create a username and password. Write it down.</p>	<p><b>Next→</b></p> <p>Click on Lesson 1 Section A and turn to page 3 (Lesson 1) in the large spiral book.</p>	<p><b>Next→</b></p> <p>Begin your lesson.</p>

# IMPORTANT INSTRUCTIONS

## **BEGINNING THE CLASS**

After you have registered for the class, you will be starting with Part 1, Unit 1, Lesson 1. Open your text to page 3 (Lesson 1) and begin typing. The software, book, and this outline work together to guide you through the class.

## **GOAL OF THE CLASS**

Please note the goal of the class is to use the correct fingering without looking at the keys and to strive for accuracy during that process. **Paced Practices** only need to be repeated 2 times before moving on in the program. To do that, go to Lessons and move to the next letter.

## **UNITS**

The program is divided into Units. For this class you will be completing Part I, Units 1-4.

Unit 1—Lessons 1-5

Unit 2—Lesson 6-10

Unit 3—Lessons 11-15

Unit 4—Lessons 16-20

## **EXITING THE PROGRAM**

To exit the program, click on **X**. (If you are in the middle of a lesson, click Lessons before you click the X.) Press **Enter** or click on *Yes* to exit.

## **TESTING OUT OF KEYBOARDING**

To successfully test out of the class, two 5-minute timings with 10 or fewer errors (subtracted from the speed) must net the grad speed or higher for the student's program. These timings must be completed in a scheduled computer lab with a scheduled instructor to receive grad speed credit. Please note the information below.

- Click on the **Timed Writing** section on the top of your screen. Choose the **OTHER** tab, and select **Supplementary Timed Writings**.

**SUPPLEMENTARY TIMED WRITINGS** (these are located in the back of your book starting on page SB-26).

- Make sure to select 5-minute timings and make sure the timing matches the copy you are keying. Your instructor must know you are working on your grad speed as he or she must verify the speed on your screen. (Do not close your screen). Please ask your instructor for assistance.

## **TO VIEW YOUR PROGRESS**

Choose **MY GDP** to view your portfolio, which records your progress in the class.

## 5-Week Schedule

<b>Week 1</b>	<b>Lesson 1</b>	<p><b>Page 3 – Complete Sections A-J. and Enrichment Sections A-C</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section J</b> is a timed writing. If you read the directions on the screen carefully, it will tell you whether Word Wrap is ON or OFF. If Word Wrap is on, do not hit enter at the end of each line. If Word Wrap is off, hit enter at the end of each line. If you are unsure, ask your instructor for assistance before you begin your timing. Keep typing the same lines until the time is up. Repeat at least once. Keep your eyes on the copy.</p>
	<b>Lesson 2</b>	<p><b>Page 7 – Complete Sections A-I and Enrichment Sections A-C</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section I</b> Take a timing on I. Repeat at least once. It can be repeated as many times as you like. Check Word Wrap.</p>
	<b>Lesson 3</b>	<p><b>Page 11 – Complete Sections A-H and Enrichment Sections A-C</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once. Try to reach or exceed the goal for the timing.</p>
	<b>Lesson 4</b>	<p><b>Page 14 – Complete Sections A-H and Enrichment Sections A-C</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once.</p>
<b>Week 2</b>	<b>Lesson 5</b>	<p><b>Page 18 – Complete Sections A-H and Enrichment Sections A-C</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once. Aim for the speed goal.</p>
	<b>Lesson 6</b>	<p><b>Page 22 – Complete Sections A-G and Enrichment Sections A-D</b></p> <p><b>Section G</b> is a timed writing. Repeat at least once. Aim for the speed goal.</p>
	<b>Lesson 7</b>	<p><b>Page 25 – Complete Sections A-G and Enrichment Sections A-D</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>HINT:</b> Check the status line at the bottom of the screen to make sure you are typing the correct lines.</p> <p><b>Section G</b> is a timed writing. Repeat at least once.</p>
	<b>Lesson 8</b>	<p><b>Page 28 – Complete Sections A-H and Enrichment Sections A-C</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once. Check Word Wrap.</p>

<b>Week 3</b>	<b>Lesson 9</b>	<p><b>Page 31 – Complete Sections A-H and Enrichment Sections A-C</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section H</b> is a timed writing. Repeat at least once.</p>
	<b>Lesson 10</b>	<p><b>Page 34 – Complete Sections A-I and Enrichment Sections A-E</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section I</b> is a timed writing. Repeat at least once.</p>
	<b>Lesson 11</b>	<p><b>Page 38 – Complete Sections A-I and Enrichment Sections A-C</b></p> <p><b>Line 4 in Section B—the last word starts with a capital X for X-ray</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p>You will be starting to learn numbers. This will slow down your speed. Don't worry!</p> <p><b>Section F—PLEASE NOTE</b> the goal of the class is to use the correct fingering without looking at the keys and to strive for accuracy during that process. <b>Paced Practices</b> (Progressive Practice: Alphabet) only need to be repeated 2 times before moving on in the program. To do that, go to Lessons and move to the next letter.</p> <p><b>Section I</b> is a 2-minute timed writing. The longer timing may affect your speed and or accuracy. This is OK! Continue to try for the goal. You should have no more than 5 errors.</p> <p>Accuracy is much more important than speed at this stage of your learning.</p>
	<b>Lesson 12</b>	<p><b>Page 41 – Complete Sections A-G and Enrichment Sections A-C</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section F</b> Watch which lines to type for timings. .</p> <p><b>Section G</b> Take at least two 2-minute timings.</p>
<b>Week 4</b>	<b>Lesson 13</b>	<p><b>Page 44 – Complete Sections A-J and Enrichment Sections A-C</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section J</b> Take two 2 minute timings. Repeat until you can complete a timing with no more than 5 errors.</p>
	<b>Lesson 14</b>	<p><b>Page 47 – Complete Sections A-I and Enrichment Sections A-D</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Skip H: Progressive Practice Alphabet</b></p> <p><b>Section I</b> Take the 2 minute timing. Repeat until you can complete a timing with no more than 5 errors.</p>
	<b>Lesson 15</b>	<p><b>Page 50 – Complete Section A-G and Enrichment Sections A-D</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>SKIP D</b></p> <p><b>Section G</b> Take at least two 2-minute timings. Repeat until you reach your goal.</p>
	<b>Lesson 16</b>	<p><b>Page 54 – Complete Sections A-I and Enrichment Sections A-C</b></p> <p><b>SKIP F and H</b></p> <p><b>Follow the instructions in your book, on the screen, and in this syllabus.</b></p> <p><b>Section I</b> Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors.</p>

<b>Week 5</b>	<b>Lesson 17</b>	<p><b>Page 57 – Complete Sections A-H and Enrichment Sections A-B. Skip C-F</b>  <b>Follow the instructions in your book, on the screen, and in this syllabus.</b>  <b><u>SKIP G: The MAP</u></b></p> <p><b><u>Section H</u></b> Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors.</p>
	<b>Lesson 18</b>	<p><b>Page 60 – Complete Sections A-H and Enrichment Sections A-C. Skip D-E.</b>  <b>Follow the instructions in your book, on the screen, and in this syllabus.</b>  <b><u>SKIP F—Progressive Practice</u></b></p> <p><b><u>Section H</u></b> Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors.</p>
	<b>Lesson 19</b>	<p><b>Page 63 – Complete Sections A-J and Enrichment Sections A and F. Skip B-E.</b>  <b>Follow the instructions in your book, on the screen, and in this syllabus.</b>  <b><u>SKIP F and H: The MAP and Paced Practice</u></b></p> <p><b><u>Section J</u></b> Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors.</p>
	<b>Lesson 20</b>	<p><b>Page 67 – Complete Sections A-G and Enrichment Sections A-D</b>  <b>Follow the instructions in your book, on the screen, and in this syllabus.</b>  <b><u>SKIP E: The MAP</u></b></p> <p><b><u>Section G</u></b> Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors. Work for accuracy, not speed.</p>

## Congratulations!

You have completed the keyboarding class if you have completed all of the assignments on this outline. Please ask your instructor to double check your work and then ask what you should work on next.

# GRADUATION SPEEDS

Two 5-minute timings with 10 or fewer errors, which net the speed (or better) for the major are required. Net typing speed is calculated by subtracting the number of errors from gross speed. **Timings must be completed at Empire College on two different timings and recorded by an instructor.**

Major	Evening	Accounting	Speed	Next Class
AAA	AAN	Specialized Associate Degree – Accounting	35	CM127B
ACA	ACN	Accounting With Computer Applications	35	CM127B
ACE	AEN	Accounting Essentials	40	CM127B

## Computer Technology

AAT	ANN	Specialized Associate Degree – Microsoft	25	CM192A
AAC	ACN	Specialized Associate Degree – Cisco	25	CM192A
ALT	ALN	Specialized Associate Degree – Linux	25	CM192A
AIS	AIN	Specialized Associate Degree – Security	25	CM192A
NSS	NSN	Network Specialist	25	CM192A
NAA	NAN	Network Administrator	25	CM192A
CSS	CSN	Computer Support Specialist	25	CM192A

## Legal

ALA	ALN	Specialized Associate Degree – Legal Office Administration	50	CM127B
LOA	LON	Legal Office Administration	50	CM127B
LCC	LCN	Legal Secretary	50	CM127B

## Medical

AMA	AMN	Specialized Associate Degree – Medical Assistant	50	CM127B
AHA	AHN	Specialized Associate Degree – Health Information Concentration	50	CM127B
APA	APN	Specialized Associate Degree – Phlebotomy Concentration	50	CM127B
MAA	MAN	Medical Administrative Assistant	50	CM127B
MCC	MNN	Medical Clinical Assistant	40	CM127B
MOT		Medical Transcription	50	CM127B
MTB	MTN	Medical Billing and Coding Technician	40	CM127B

## Office Administration

ASA	ASN	Specialized Associate Degree – Administrative Assistant	50	CM127B
EOA	EON	Executive Office Administration	50	CM127B
AOA	AON	Administrative Assistant	40	CM127B
ABE	ABN	Accelerated Business Essentials	40	CM127B
CBB	CBN	Computerized Business Skills – Business	40	CM127B
CBV	CVN	Computerized Business Skills – Vocational	40	CM127B

## Travel and Hospitality

TTT		Tourism, Hospitality, and Wine Industries—Travel Concentration	30	CM127B
TTH		Tourism, Hospitality, and Wine Industries—Sales and Marketing	30	CM127B
CTT		Tourism, Hospitality, and Wine Industries Accelerated—Travel	30	CM192A
CTH		Tourism, Hospitality, and Wine Industries Accelerated—Sales and Marketing	30	CM192A