

CLASS NUMBER AND NAME:	CM127A—BEGINNING KEYBOARDING
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	NONE
TEXT AND MATERIALS:	<i>College Keyboarding & Document Processing</i> , 11th Edition , Ober, Johnson, and Zimmerly, McGraw Hill, 2010
CLASS DESCRIPTION:	This class includes basic skill development and proper keyboarding techniques.
CLASS OBJECTIVES:	The objective of this class is 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 will experience hands-on keyboarding 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:	Periodic timings will be given during the class but will not affect the grade. To pass the class, student must complete all 20 lessons.
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:	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 in a scheduled lab with a scheduled instructor that net the grad speed for his or her course of study. Test out credit will then be given for the course. The instructor must view the timings on the screen.

CHEATING:

“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work or work on another student’s file, each student will receive a failing grade for the class. The school’s Code of Conduct and Cheating Policy will be enforced.

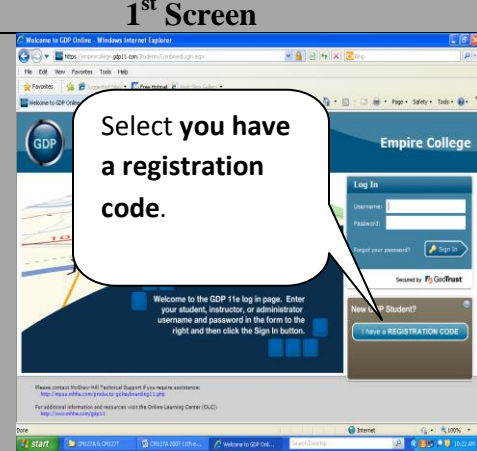
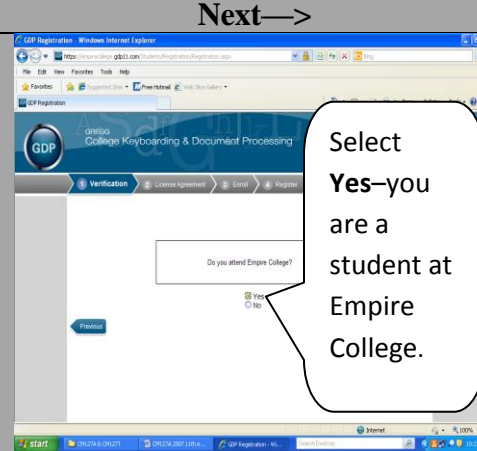
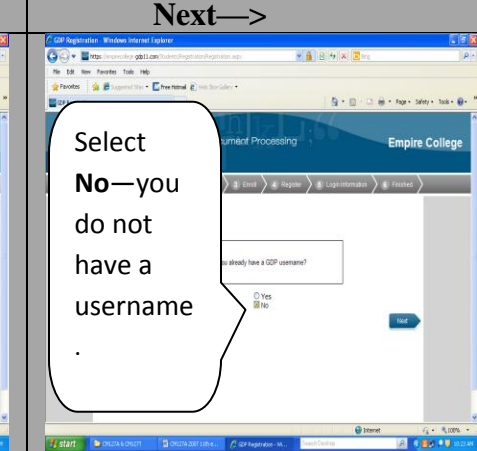
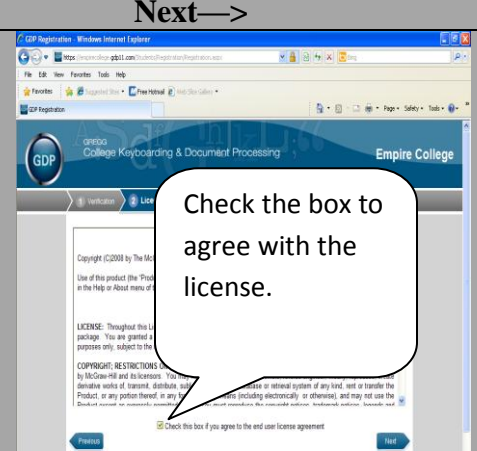
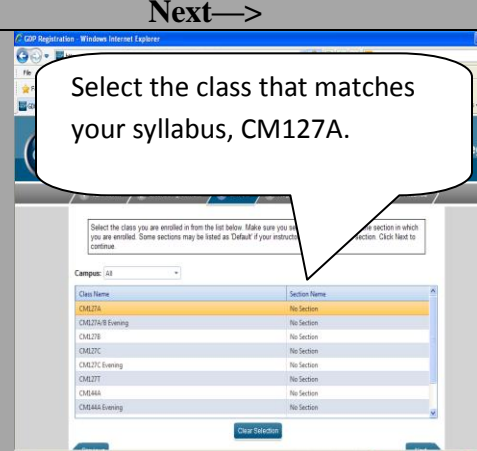
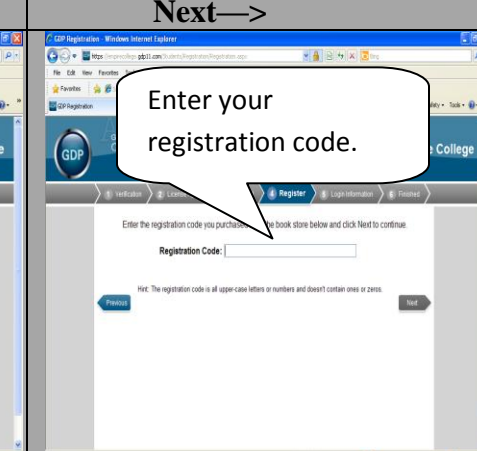
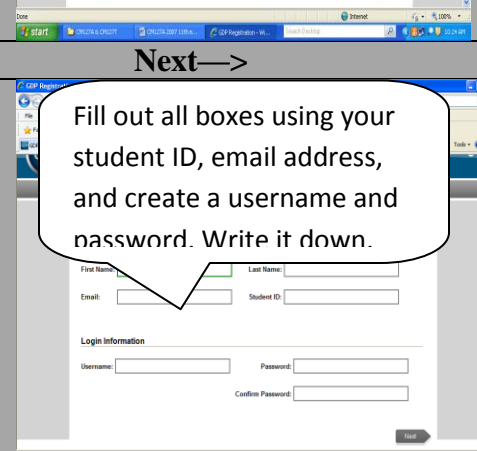
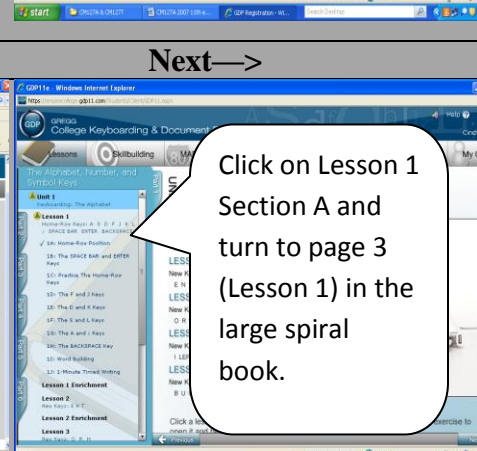
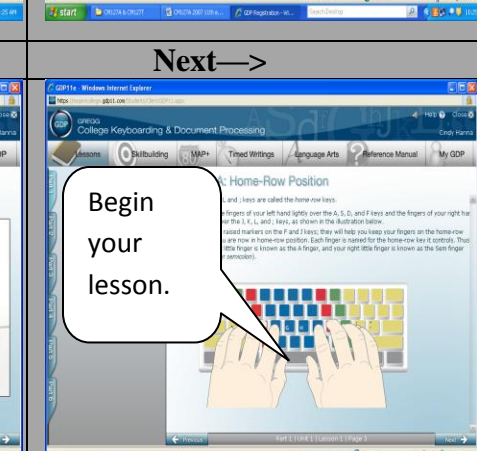
ANTICIPATED LEARNING
OUTCOMES:

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>1st Screen</p> 	<p>Next→</p> 	<p>Next→</p> 																		
<p>Next→</p> 	<p>Next→</p>  <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th>Class Name</th> <th>Section Name</th> </tr> </thead> <tbody> <tr> <td>CM127A</td> <td>No Section</td> </tr> <tr> <td>CM127A Evening</td> <td>No Section</td> </tr> <tr> <td>CM127B</td> <td>No Section</td> </tr> <tr> <td>CM127C</td> <td>No Section</td> </tr> <tr> <td>CM127C Evening</td> <td>No Section</td> </tr> <tr> <td>CM127T</td> <td>No Section</td> </tr> <tr> <td>CM144A</td> <td>No Section</td> </tr> <tr> <td>CM144A Evening</td> <td>No Section</td> </tr> </tbody> </table>	Class Name	Section Name	CM127A	No Section	CM127A Evening	No Section	CM127B	No Section	CM127C	No Section	CM127C Evening	No Section	CM127T	No Section	CM144A	No Section	CM144A Evening	No Section	<p>Next→</p> 
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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 and be viewed on the screen by 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

Week 1	Lesson 1	<p>Page 3 – Complete Sections A-J. Section J 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. Complete Enrichment Sections A-C</p> <p style="text-align: center;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 2	<p>Page 7 – Complete Sections A-I Section I Take a timing on I. Repeat at least once. It can be repeated as many times as you like. Check Word Wrap. Complete Enrichment Sections A-C</p> <p style="text-align: center;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 3	<p>Page 11 – Complete Sections A-H Section H is a timed writing. Repeat at least once. Try to reach or exceed the goal for the timing Complete Enrichment Sections A-C</p> <p style="text-align: center;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 4	<p>Page 14 – Complete Sections A-H Section H is a timed writing. Repeat at least once. Complete Enrichment Sections A-C</p> <p style="text-align: center;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
Week 2	Lesson 5	<p>Page 18 – Complete Sections A-H Section H is a timed writing. Repeat at least once. Aim for the speed goal. Complete Enrichment Sections A-C</p> <p style="text-align: center;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 6	<p>Page 22 – Complete Sections A-G Section G is a timed writing. Repeat at least once. Aim for the speed goal. Complete Enrichment Sections A-D</p> <p style="text-align: center;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 7	<p>Page 25 – Complete Sections A-G Section G is a timed writing. Repeat at least once. Complete Enrichment Sections A-D</p> <p style="text-align: center;">Follow the instructions in your book, on the screen, and in this syllabus. HINT: Check the status line at the bottom of the screen to make sure you are typing the correct lines.</p>
	Lesson 8	<p>Page 28 – Complete Sections A-H Section H is a timed writing. Repeat at least once. Check Word Wrap. Complete Enrichment Sections A-C</p> <p style="text-align: center;">Follow the instructions in your book, on the screen, and in this syllabus.</p>

Week 3	Lesson 9	<p>Page 31 – Complete Sections A-H Section H is a timed writing. Repeat at least once. Complete Enrichment Sections A-C</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 10	<p>Page 34 – Complete Sections A-I Section I is a timed writing. Repeat at least once. Complete Enrichment Sections A-E</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 11	<p>Page 38 – Complete Sections A-I Line 4 in Section B—the last word starts with a capital X for X-ray Section F—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 (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. Section I 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. Complete Enrichment Sections A-C Follow the instructions in your book, on the screen, and in this syllabus. You will be starting to learn numbers. This will slow down your speed. Don't worry! Accuracy is much more important than speed at this stage of your learning.</p>
	Lesson 12	<p>Page 41 – Complete Sections A-G Section F Watch which lines to type for timings. . Section G Take at least two 2-minute timings. Complete Enrichment Sections A-C</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
Week 4	Lesson 13	<p>Page 44 – Complete Sections A-J Section J Take two 2 minute timings. Repeat until you can complete a timing with no more than 5 errors. Complete Enrichment Sections A-C</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 14	<p>Page 47 – Complete Sections A-I — SKIP H: Progressive Practice Alphabet Section J: Complete with no more than 5 errors. Complete Enrichment Sections A-D</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 15	<p>Page 50 – Complete Section A-G — SKIP D Section G Take at least two 2-minute timings. Repeat until you reach your goal. Complete the Enrichment Sections A-D</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 16	<p>Page 54 – Complete Sections — A-I — SKIP F and H Section I Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors. Complete Enrichment Sections A-C</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>

Week 5	Lesson 17	<p>Page 57 – Complete Sections A-H — SKIP G: The MAP</p> <p>Section H Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors.</p> <p>Complete Enrichment Sections A-B. SKIP C-F</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 18	<p>Page 60 – Complete Sections A-H — SKIP F—Progressive Practice</p> <p>Section H Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors.</p> <p>Complete Enrichment Sections A-C. — SKIP D-E.</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 19	<p>Page 63 – Complete Sections A-J — SKIP F and H: The MAP and Paced Practice</p> <p>Section J Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors.</p> <p>Complete Enrichment Sections A and F. Skip B-E.</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 20	<p>Page 67 – Complete Sections A-G — SKIP E: The MAP</p> <p>Section G 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> <p>Complete Enrichment Sections A-D</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
<p>Congratulations!</p> <p>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.</p>		

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 in a computer lab and recorded by an instructor.**

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

Computer Technology

AAT/AYA	ANN/AYN	Specialized Associate Degree – Microsoft	25	CM192A
AAC/AWA	CAN/AWN	Specialized Associate Degree – Cisco	25	CM192A
ALT/AXA	LLN/AXN	Specialized Associate Degree – Linux	25	CM192A
AIS/AZA	AIN/AZN	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	45	CM127B
LOA	LON	Legal Office Administration	50	CM127B
LCC	LCN	Legal Secretary	50	CM127B

Medical

AMA	AMN	Specialized Associate Degree – Medical Assistant	40	CM127B
AHA	AHN	Specialized Associate Degree – Health Information Concentration	40	CM127B
APA	APN	Specialized Associate Degree – Phlebotomy Concentration	40	CM127B
MAA	MAN	Medical Administrative Assistant	40	CM127B
MCC	MNN	Medical Clinical Assistant	30	CM127B
MTB	MTN	Medical Billing and Coding Technician	30	CM127B

Office Administration

ASA	ASN	Specialized Associate Degree – Administrative Assistant	50	CM127B
AFA		Specialized Associate Degree- Guest Services	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

Travel and Hospitality

AFA		Specialized Associate Degree- Guest Services	50	CM127B
TTH		Tourism, Hospitality, and Wine Industries	30	CM127B
CTH		Tourism, Hospitality, and Wine Industries Accelerated	30	CM192A