

CLASS NUMBER AND NAME:	CM127T—BEGINNING KEYBOARDING (Technical)
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	NONE
TEXT AND MATERIALS:	<i>College Keyboarding & Document Processing</i> , 10th Edition , Ober, Johnson, Rice, and Hanson; McGraw Hill, 2008
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 keyboarding assignments using computer software.
METHODS OF INSTRUCTION:	Students are required to complete all assignments as stated in this syllabus.
ATTENDANCE:	Since this course is a lab class, it is important for students to complete each weekly assignment on schedule and attend class.
TESTING:	If the 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 meet the grad speed for his or her course of study. Test out credit will then be given for the course. To receive test-out credit or a grad speed timing credit, an instructor must see the timing on the screen before it is closed by the student. All tests and timings must be completed in an Empire scheduled lab with an instructor.
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.

GRADING POLICY:

The work will be evaluated according to the specified requirements of the assignment.

FINAL GRADE:

The final grade will be Pass or Fail. To pass, all 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.

CM127T—KEYBOARDING

Click on the **GDP Version 10** icon on the desktop. Select CM127T and click on **NEW**. Follow the instructions to enter your information for the first time. Wait for the **Log On** screen to appear. It will ask for the following:

FIRST NAME: Type in your **first name** (ENTER)

LAST NAME: Type in your **last name** (ENTER)

E-MAIL: Type in your e-mail address (ENTER)

PASSWORD: Type in **your choice using up to 8 characters (ENTER) Please write this somewhere in case you forget!**

NOTE: After the first day, it will only be necessary to type in your password.

All assignments must be completed within the attached weekly schedule and all tests and timings must be taken in an Empire computer lab during a schedule class with an instructor. Please see your instructor before beginning this process.

YOUR FIRST DAY

Click on **Lesson 1**, then double click on **A. The Home Keys**. Open your text to page 3 and begin typing!!

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 – Lesson 1-20

Click on the **Timings** sections on the left-hand side of your screen. Choose **Supplementary Timings** (these are located in the back of your book on the SB pages or in the separate packet attached to this syllabus). Make sure that the timing matches the copy you are keyboarding. Please read the testing portion of this syllabus for special instructions before you begin these timings and ask your instructor for assistance.

TO VIEW YOUR PROGRESS, DO THE FOLLOWING:

Choose **Portfolio, OK**, to view your report. If you would like to print a report, continue with **Print Report, Print, Return** (to return to the program). Your files are saved on the network if you are working in an Empire computer lab.

ASSIGNMENT 1—Week 1

Lesson 1 pg. 3—Sections A-J

TYPE EACH LINE 2 TIMES.

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. **HINT:** To move to the next Lesson, click on the **Lesson 2** folder, then double click on **A. Warmup**

Lesson 2 pg. 5—Sections A-G

TYPE EACH LINE 2 TIMES

Section G: Take a timing on G. Repeat at least once. It can be repeated as many times as you like.

Lesson 3 pg. 7—Sections A-G

TYPE EACH LINE 2 TIMES

Section G: is a timed writing. Repeat at least once. Try to reach or exceed the goal for the timing.

Lesson 4 pg. 9—Sections A-H

TYPE EACH LINE 2 TIMES

Section H: is a timed writing. Repeat at least once.

ASSIGNMENT 2—Week 2

Lesson 5 pg. 11—Sections A-G

TYPE EACH LINE 2 TIMES

Section E: Type line 15 only on the first timing. (See top right of screen) Type line 16 for the second timing and line 17 for the third timing.

Section G: is a timed writing. Repeat at least once. Try to reach or exceed the goal for the timing. You can repeat the timing as many times as needed.

Lesson 6 pg. 14—Sections A-H

Section H: is a timed writing. Repeat at least once. Aim for the goal.

Lesson 7 pg. 16—Sections A-H

TYPE EACH LINE 2 TIMES

HINT: Check the status line at the bottom of the screen to make sure you are typing the correct lines.

Section H: is a timed writing. Repeat at least once.

Lesson 8 pg. 18—Sections A-H

TYPE EACH LINE 2 TIMES

Section H: is a timed writing. Repeat at least once. Check Word Wrap.

ASSIGNMENT 3—Week 3

Lesson 9 pg. 20—Sections A-K

TYPE EACH LINE 2 TIMES

Section F: Type each word and hit the tab key. Don't worry about matching the book.

Section K: is a timed writing. Repeat at least once.

Lesson 10 pg. 23 - Sections A-E

Section B: Watch which lines to type for timing. The first timing will be on lines 3-5, and the second timing on lines 6-8.

Section E: is a timed writing. Repeat at least once.

Lesson 11 pg. 26—Complete Sections A-I

TYPE EACH LINE 2 TIMES.

You will be starting to learn numbers. This will slow down your speed. Don't worry!

SKIP SECTION H: PROGRESSIVE PRACTICE ALPHABET—Page 27

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.

Lesson 12 pg. 28—Complete Sections A-H

TYPE EACH LINE 2 TIMES

Section C: Watch which lines to type for timings. Lines 8-10 only for the base timing; lines 11-13 for the first timing. Press enter and repeat for one minute.

Section F: Press ENTER at the end of each sentence. Don't type as shown.

Section H: Take at least two 2-minute timings.

ASSIGNMENT 4—Week 4

Lesson 13 pg. 30—Sections A-I

TYPE EACH LINE 2 TIMES

Section F: Tab each line and return at the end of the sentence.

SKIP SECTIONS G AND H: PACED PRACTICE AND PROGRESSIVE PRACTICE ALPHABET—Page 31

Section I: Take two 2-minute timings. Repeat until no more than 5 errors.

Lesson 14 pg. 32—Sections A-I

TYPE EACH LINE 2 TIMES

SKIP SECTIONS F AND H: PROGRESSIVE PRACTICE NUMBERS AND PACED PRACTICE—Page 33

Section I: Take two 2-minute timings with no more than 5 errors.

Lesson 15 pg. 34—Sections A-K

TYPE EACH LINE 2 TIMES

SKIP SECTION J: PROGRESSIVE PRACTICE ALPHABET—Page 35

Section K: Take two 2-minute timings with no more than 5 errors.

Lesson 16 pg. 37—Sections A-H

SKIP SECTION G: PACED PRACTICE—Page 38

Section H: Take two 2-minute timings. Repeat until no more than 5 errors.

Lesson 17 pg. 39—Sections A-H

TYPE EACH LINE 2 TIMES

SKIP SECTIONS E AND G: PROGRESSIVE PRACTICE ALPHABET AND DIAGNOSTIC PRACTICE: NUMBERS—Page 40

HINT: Check the status line at the bottom of the screen to make sure you are typing the correct lines.

Section H: Take two 2-minute timings. Repeat until no more than 5 errors.

Lesson 18 pg. 41—Sections A-H

TYPE EACH LINE 2 TIMES

SKIP SECTIONS E AND F: PACED PRACTICE AND PROGRESSIVE PRACTICE NUMBERS—Page 42

Section F: SKIP THIS SECTION

Section H: Take two 2-minute timings. Repeat until no more than 5 errors.

Lesson 19 pg. 43—Sections A-I

TYPE EACH LINE 2 TIMES

Section H: Watch which paragraph to type for the timing. The first timing is on lines 32-34 only. If you finish before the time is up, start again on line 32.

Section I: Take two 2-minute timings. Repeat until no more than 5 errors.

Lesson 20 pg. 46 - Sections A-K

SKIP SECTIONS I AND J: THE MAP AND DIAGNOSTIC PRACTICE: NUMBERS—Page 47

Section K: Take two 2-minute timings. Repeat until no more than 5 errors.

Congratulations!

Please check with your instructor when you have completed the 20 lessons for this class.

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