

CLASS NUMBER AND NAME:	TY225C—KEYBOARDING SPEED DEVELOPMENT III
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	TY225B—Keyboarding Speed Development II
TEXTS AND MATERIALS:	<i>KeyChamp</i> , Technique Analysis/Speed Building, Sharp, Olinzock, Santos South-Western Educational Publishing, 2003.
CLASS DESCRIPTION:	This class emphasizes the development of typing speed and accuracy using a program to improve the student's proficiency in using a keyboard.
CLASS OBJECTIVES:	The objective of this class is to build speed and accuracy in order to attain the minimum net typing speed to meet graduation requirements for the student's program of study.
CLASS FORMAT OVERVIEW:	This class is individualized. Daily sessions are completed according to the course schedule. Twenty-five sessions are required for each module of Skillbuilding. In addition, two different supplemental 5-minute timed writings with 10 or fewer errors are required to measure grad speeds each week.
METHODS OF INSTRUCTION:	The 25-hour module will use a combination of daily sessions and timed writings. Students are required to complete 25 sessions and ten 5-minute timed writings with fewer than 10 errors.
ATTENDANCE:	Since this course is a lab class, it is important for students to come to class every day.
TESTING:	There are no tests; however, in order to meet the minimum net typing speed requirement for graduation, the students must pass two 5-minute timings at the required adjusted speed with 10 or fewer errors.
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 or a student works on another student’s file, both students will receive a failing grade for the class. The school’s Code of Conduct and Cheating Policy will be enforced.

GRADING POLICIES:

Typing Speed Development (Skillbuilding) is a Pass/Fail class.

Should the student successfully complete two 5-minute timed writings at his/her net speed goal, the student has met graduation requirements and has passed the course. Those timings must be done in the presence of their scheduled lab instructor during scheduled class hours.

Failure to complete and turn in a minimum of 25 assignments and ten 5-minute timed writings with fewer than 10 errors will result in an "F" grade for the course.

Timed Writings: Two different 5-minute timed writings with 10 or fewer errors must be completed at the end of each week. Your scheduled lab instructor must see your timings on the screen and sign off your sheet. The timed writings are not stored and cannot be retrieved at a later time. Only timed writings with 10 or fewer errors are accepted.

An Incomplete grade for a computer lab class will only be considered if the following criteria are met and the form is submitted to the appropriate grader (**by your computer lab instructor**) by Wednesday of the last week of the module.

- Minimum 80 percent attendance for the module.
- At least half of the assignments for the scheduled class have received a passing grade during the module.
- Recommendation of the scheduled lab instructor who can verify the student worked on the course during class and (not on other course work during the assigned period).
- Completion of all parts of the form, including instructor's signature.

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Analyze problem keystrokes through use of Evaluation Analysis exercises.
2. Increase control and accuracy through daily Individualized Practice exercises.
3. Demonstrate the ability to type a minimum of two five-minute timed writings at 95% accuracy without the error correction key.

FIRST DAY

1. To begin, double click on the Key Champ icon.
2. (If the icon is not on the desktop, click on: *start/all programs/South-Western/Keyboarding/Key Champ 2.0*)
3. Click on **Enter**
4. At the login dialog box, insert your User Name (first initial and last name all lower case and no space up to 8 characters). An example for John Doe would be **jdoe**.
5. Enter your seven character password, which will be **emp** and the last four numbers of your **student number**. An example is **emp0488**. **Write it down so you will remember it!**

6. Click the **OK** button and begin your lessons in this syllabus and in the book.
7. Once you have taken your first KeyChamp class, your file will remain the same until you reach your grad speed. Please use the same file for all of your Keychamp classes.

TO CALCULATE YOUR SPEED

You must complete **two different 5-minute timed writings** to calculate your speed. These timings must be completed in a scheduled lab during school hours and be verified by your scheduled instructor. The instructor will sign off the weekly checklist for the timings.

- Find your Gross WPM listed at the bottom of the printout (WPM—speed without the errors subtracted).
- Count your errors (one error per word; only count the spacing errors between sentences as one error total).
- Subtract your errors from your Gross WPM.
- This is your Net SPEED (the one that counts).

SUBMITTING WORK

- Your lessons (not your timings) will be saved in your file and be reviewed by the grader.
- Your two weekly 5-minute timings (which can only have 10 or fewer errors) must be viewed on your screen by your scheduled lab instructor and checked off on the attached sheet to receive credit. They do not save to your file.
- If you complete two 5-minute timed writing with a net of your grad speed, your instructor must submit this information to the grader. Only timings that have been completed in the presence of a scheduled lab instructor during scheduled classes will count.

5-Week Schedule

Week 1	M	SESSION 51	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, or Speed Clinic TIMED WRITINGS WEEK 1 Teacher signature, date, and speed 1 <input type="checkbox"/> 2 <input type="checkbox"/>
	T	SESSION 52	
	W	SESSION 53	
	Th	SESSION 54	
	F	SESSION 55 Take two different 5-minute timings with 10 or fewer errors. Your scheduled instructor must view them on your screen and sign off your sheet (attached to this syllabus) to receive credit..	
Week 2	M	SESSION 56	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, or Speed Clinic TIMED WRITINGS WEEK 2 Teacher signature, date, and speed 3 <input type="checkbox"/> 4 <input type="checkbox"/>
	T	SESSION 57	
	W	SESSION 58	
	Th	SESSION 59	
	F	SESSION 60 Take two different 5-minute timings with 10 or fewer errors. Your scheduled instructor must view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	
Week 3	M	SESSION 61	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, or Speed Clinic TIMED WRITINGS WEEK 3 Teacher signature, date, and speed 5 <input type="checkbox"/> 6 <input type="checkbox"/>
	T	SESSION 62	
	W	SESSION 63	
	Th	SESSION 64	
	F	SESSION 65 Take two different 5-minute timings with 10 or fewer errors. Your scheduled instructor must view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	
Week 4	M	SESSION 66	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, Word Champ, or Speed Clinic TIMED WRITINGS WEEK 4 Teacher signature, date, and speed 7 <input type="checkbox"/> 8 <input type="checkbox"/>
	T	SESSION 67	
	W	SESSION 68	
	Th	SESSION 69	
	F	SESSION 70 Take two different 5-minute timings with 10 or fewer errors. Your scheduled instructor must view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	
Week 5	M	SESSION 71	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, Word Champ, or Speed Clinic TIMED WRITINGS WEEK 5 Teacher signature, date, and speed 9 <input type="checkbox"/> 10 <input type="checkbox"/>
	T	SESSION 72	
	W	SESSION 73	
	Th	SESSION 74 SESSION 75 Take two different 5-minute timings with 10 or fewer errors. Your scheduled instructor must view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	
	F	GRADES CALCULATED	

6	3	Evening Schedule	
Week 1	Week 1	SESSION 51	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, or Speed Clinic TIMED WRITINGS Teacher signature, date, and speed <input type="checkbox"/> <input type="checkbox"/>
		SESSION 52	
		SESSION 53	
		SESSION 54	
		SESSION 55 Take two different 5-minute timings with 10 or fewer errors. Remember to have your scheduled instructor view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	
Week 2	Week 2	SESSION 56	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, or Speed Clinic TIMED WRITINGS Teacher signature, date, and speed <input type="checkbox"/> <input type="checkbox"/>
		SESSION 57	
		SESSION 58	
		SESSION 59	
		SESSION 60 Take two different 5-minute timings with 10 or fewer errors. Remember to have your scheduled instructor view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	
Week 3	Week 3	SESSION 61	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, or Speed Clinic TIMED WRITINGS Teacher signature, date, and speed <input type="checkbox"/> <input type="checkbox"/>
		SESSION 62	
		SESSION 63	
		SESSION 64	
		SESSION 65 Take two different 5-minute timings with 10 or fewer errors. Remember to have your scheduled instructor view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	
Week 4	Week 4	SESSION 66	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, Word Champ, or Speed Clinic TIMED WRITINGS Teacher signature, date, and speed <input type="checkbox"/> <input type="checkbox"/>
		SESSION 67	
		SESSION 68	
		SESSION 69	
		SESSION 70 Take two different 5-minute timings with 10 or fewer errors. Remember to have your scheduled instructor view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	
Week 5	Week 5	SESSION 71	Daily practice includes: Conditioning Practice, Evaluation Analysis, Individualized Practice, Word Champ, or Speed Clinic TIMED WRITINGS Teacher signature, date, and speed <input type="checkbox"/> <input type="checkbox"/>
		SESSION 72	
		SESSION 73	
		SESSION 74	
		SESSION 75 Take two different 5-minute timings with 10 or fewer errors. Remember to have your scheduled instructor view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	
Week 6		Take two different 5-minute timings with 10 or fewer errors. Remember to have your scheduled instructor view them on your screen and sign off your sheet (attached to this syllabus) to receive credit.	TIMED WRITINGS Teacher signature, date, and speed <input type="checkbox"/> <input type="checkbox"/>

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 scheduled computer lab and witnessed by a scheduled 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 – Paralegal	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 – Office Administration	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

Tourism 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

5-Minute Timings-TY225C

Student Name:

Grad Speed

Sessions	Timing	Instructor	Room	Date	Speed <small>Gross-errors</small>	Initials
51-55	1					
	2					
56-60	3					
	4					
61-65	5					
	6					
66-70	7					
	8					
71-75	9					
	10					

When you have completed all of the sessions and 5-minute timings for the class, submit this sheet to your instructor to review. Your instructor will email the grader with the timing information. The grader must review your session in your file and this sheet before a grade will be submitted.