

CLASS NUMBER AND NAME:	<b>TYN225F—KEYBOARDING SPEED DEVELOPMENT VI</b>
TOTAL HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITES:	TYN225E—Keyboarding Speed Development V
TEXTS AND MATERIALS:	<i>College Keyboarding &amp; Document Processing</i> , 11 <sup>th</sup> Edition, Ober, Johnson, and Zimmerly, McGraw Hill, 2013 (ISBN 9780077356606)
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. Sessions are required for each module of Skillbuilding. In addition, different supplemental 5-minute timed writings with 10 or fewer errors are required to measure grad speeds each week.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
METHODS OF INSTRUCTION:	The 24-hour module will use a combination of daily sessions and timed writings. Students are required to complete 25 sessions and sixteen 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.

All assignments are due on the last day of the module.

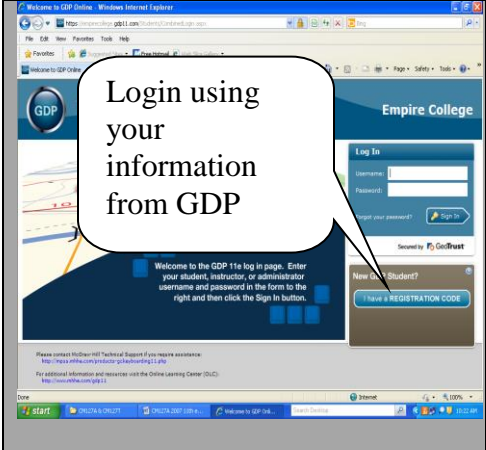
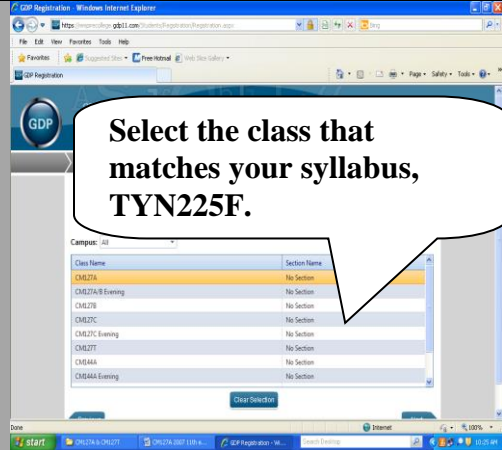
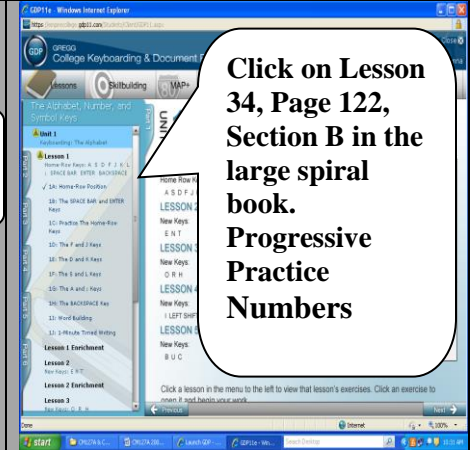

## ANTICIPATED LEARNING OUTCOMES:

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.

# INSTRUCTIONS FOR GDP

Open Internet Explorer and go to <https://empirecollege.gdp11.com>. Login with the username and password from your GDP classes.

<p style="text-align: center;"><b>1<sup>st</sup> Screen</b></p> 	<p style="text-align: center;"><b>Next—&gt;</b></p> 	<p style="text-align: center;"><b>Next—&gt;</b></p> 
<p style="text-align: center;"><b>Next—&gt;</b></p> 		

## 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.





# 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.**

<b>Major</b>	<b>Accounting</b>	<b>Speed</b>	<b>Next Class</b>
<b>AAAN</b>	Specialized Associate Degree – Accounting	35	CMN127B
<b>ACAN</b>	Accounting With Computer Applications	35	CMN127B
<b>ACEN</b>	Accounting Essentials	40	CMN127B

## Business

<b>ABAN</b>	Specialized Associate Degree – Business	40	CMN127B
<b>MBPN</b>	Management Business Professional	40	CMN127B
<b>ABPN</b>	Administrative Business Professional	40	CMN127B
<b>ABEN</b>	Accelerated Business Essentials	40	CMN127B
<b>CBBN</b>	Computerized Business Skills	40	CMN127B

## Legal

<b>ALAN</b>	Specialized Associate Degree – Paralegal	45	CMN127B
<b>LOAN</b>	Legal Office Administration	50	CMN127B
<b>LCCN</b>	Legal Secretary	50	CMN127B

## Medical

<b>AMAN</b>	Specialized Associate Degree-Medical Assistant/Clinical/Administrative	40	CMN127B
<b>AHAN</b>	Specialized Associate Degree – Health Information Concentration	40	CMN127B
<b>APAN</b>	Specialized Associate Degree – Phlebotomy Concentration	40	CMN127B
<b>MAAN</b>	Medical Administrative Assistant	40	CMN127B
<b>MAEN</b>	Medical Assistant Essentials	30	CMN127B
<b>MCCN</b>	Clinical Medical Assistant	30	CMN127B
<b>MTBN</b>	Medical Billing and Coding Technician	30	CMN127B

## Information Technology

<b>AXAN</b>	Specialized Associate Degree – Linux	25	
<b>AYAN</b>	Specialized Associate Degree – Microsoft	25	
<b>AZAN</b>	Specialized Associate Degree – Security	25	
<b>NSSN</b>	Network Specialist	25	
<b>NAAN</b>	Network Administrator	25	
<b>CSSN</b>	Computer Support Specialist	25	

## Tourism and Hospitality

<b>AFAN</b>	Specialized Associate Degree – Guest Services	40	CMN127B
<b>TTHN</b>	Tourism, Hospitality, and Wine Industries	30	CMN127B

## TYN225F—5-Minute Timings

<b>Name:</b>		<b>Instructor:</b>			<b>Date:</b>	
<b>Major:</b>		<b>Grad Speed Goal:</b>			<b>Room</b>	<b>Day/Eve</b>
	<b>Sessions</b>	<b>Timing</b>	<b>Date</b>	<b>Speed</b>	<b>Errors</b>	<b>Net</b>
	<b>Week 1</b>	<b>1</b>				
		<b>2</b>				
	<b>Week 2</b>	<b>3</b>				
		<b>4</b>				
	<b>Week 3</b>	<b>5</b>				
		<b>6</b>				
	<b>Week 4</b>	<b>7</b>				
		<b>8</b>				
	<b>Week 5</b>	<b>9</b>				
		<b>10</b>				
	<b>Week 6</b>	<b>11</b>				
		<b>12</b>				
		<b>13</b>				
		<b>14</b>				
		<b>15</b>				
		<b>16</b>				
<b>Best Timing in the class</b>						

**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 sessions in your file and this sheet before a grade will be submitted.**