



CLASS NUMBER AND NAME: **CMN127A—BEGINNING KEYBOARDING**

TOTAL HOURS/UNITS: 24 HOURS/1 UNIT

PREREQUISITES: NONE

TEXT AND MATERIALS: *College Keyboarding & Document Processing, 11th Edition*, Ober, Johnson, and Zimmerly, McGraw Hill, 2013 (ISBN 9780077356606)

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.

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.

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.

GRADING:

This is a Pass/Fail class. All assignments must be completed to receive a Pass in this class.

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

CMN127A—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>Select you have a registration code.</p>	<p>Next→</p> <p>Select Yes—you are a student at Empire College.</p>	<p>Next→</p> <p>Select No—you do not have a username.</p>
<p>Next→</p> <p>Check the box to agree with the license.</p>	<p>Next→</p> <p>Select the class that matches your syllabus, CMN127A.</p>	<p>Next→</p> <p>Enter your registration code.</p>
<p>Next→</p> <p>Fill out all boxes using your student ID, email address, and create a username and password. Write it down.</p>	<p>Next→</p> <p>Click on Lesson 1 Section A and turn to page 3 (Lesson 1) in the large spiral book.</p>	<p>Next→</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.

5- MINUTE TIMINGS AND 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.

Week 1	Lesson 1	<p>Page 3 – Complete Sections A-J. <u>Section J</u> 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="background-color: #cccccc;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 2	<p>Page 7 – Complete Sections A-I <u>Section I</u> 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="background-color: #cccccc;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 3	<p>Page 11 – Complete Sections A-H <u>Section H</u> 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="background-color: yellow;">Take a 5-minute supplementary timing to assess your speed. See Page 4 of this syllabus for instructions. When you have completed the timing, please ask your instructor to view it on your screen.</p> <p style="background-color: #cccccc;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
Week 2	Lesson 4	<p>Page 14 – Complete Sections A-H <u>Section H</u> is a timed writing. Repeat at least once. Complete Enrichment Sections A-C</p> <p style="background-color: #cccccc;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 5	<p>Page 18 – Complete Sections A-H <u>Section H</u> is a timed writing. Repeat at least once. Aim for the speed goal. Complete Enrichment Sections A-C</p> <p style="background-color: #cccccc;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 6	<p>Page 22 – Complete Sections A-G <u>Section G</u> is a timed writing. Repeat at least once. Aim for the speed goal. Complete Enrichment Sections A-D</p> <p style="background-color: #cccccc;">Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 7	<p>Page 25 – Complete Sections A-G <u>Section G</u> is a timed writing. Repeat at least once. Complete Enrichment Sections A-D</p> <p style="background-color: #cccccc;">Follow the instructions in your book, on the screen, and in this syllabus.</p> <p style="background-color: yellow;">HINT: Check the status line at the bottom of the screen to make sure you are typing the correct lines.</p>

Week 3	Lesson 8	<p>Page 28 – Complete Sections A-H <u>Section H</u> is a timed writing. Repeat at least once. Check Word Wrap. Complete Enrichment Sections A-C</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
	Lesson 9	<p>Page 31 – Complete Sections A-H <u>Section H</u> 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 <u>Section I</u> 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>
Week 4	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 <u>Section F</u>—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. <u>Section I</u> 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</p> <p>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 <u>Section F</u> Watch which lines to type for timings. . <u>Section G</u> 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>
	Lesson 13	<p>Page 44 – Complete Sections A-J <u>Section J</u> 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>

Week 5	Lesson 14	<p>Page 47 – Complete Sections A-I — <u>SKIP H: Progressive Practice Alphabet</u> 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 — <u>SKIP D</u> 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 — <u>SKIP F and H</u> 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>
	Lesson 17	<p>Page 57 – Complete Sections A-H — <u>SKIP G: The MAP</u> Section H Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors. Complete Enrichment Sections A-B. <u>SKIP C-F</u></p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</p>
Week 6	Lesson 18	<p>Page 60 – Complete Sections A-H — <u>SKIP F—Progressive Practice</u> Section H Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors. Complete Enrichment Sections A-C. — <u>SKIP D-E.</u></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 — <u>SKIP F and H: The MAP and Paced Practice</u> Section J Take at least two 2-minute timings. Repeat until you reach your goal of no more than 5 errors. Complete Enrichment Sections A and F. <u>Skip B-E.</u></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 — <u>SKIP E: The MAP</u> 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. Complete Enrichment Sections A-D</p> <p>Take a 5-minute supplementary timing to assess your speed. See Page 4 of this syllabus for instructions. Try to complete it with 10 or fewer errors. Two are required with 10 or fewer errors at the net grad speed for your major. The speeds are listed on the following page.</p> <p>When you have completed the timing, please ask your instructor to view it on your screen.</p> <p>Follow the instructions in your book, on the screen, and in this syllabus.</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 scheduled computer lab and witnessed by a scheduled instructor.**

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

Business

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

Legal

ALAN	Specialized Associate Degree – Paralegal	45	CMN127B
LOAN	Legal Office Administration	50	CMN127B
LCCN	Legal Secretary	50	CMN127B

Medical

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

Information Technology

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

Tourism and Hospitality

AFAN	Specialized Associate Degree – Guest Services	40	CMN127B
TTHN	Tourism, Hospitality, and Wine Industries	30	CMN127B
CTHN	Tourism, Hospitality, and Wine Industries (Accelerated)	30	CMN192A