

CLASS NUMBER AND NAME:	CMN127T—KEYBOARDING (TECHNICAL)
TOTAL HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITES:	None
TEXTS AND MATERIALS:	<i>Keyboard Mastery</i> , Ellsworth Publishing Company access code
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.
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 sessions and 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.

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

GRADING POLICIES:

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 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.

Keyboard Mastery

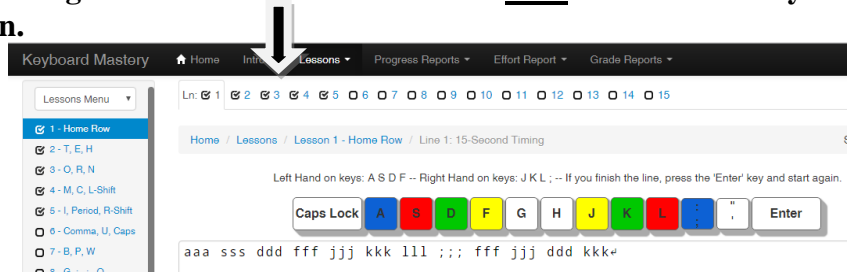
1. Go online
2. Go to keyboardingonline.com
3. LOGIN NOW
4. Select your role: **student**
5. School login: **empire**
6. Click Keyboard Mastery



7. Choose your class from the list (i.e. CMN127T)
8. Choose your name. If your name is not on the list, please ask your instructor for assistance.
9. Under password, enter **the last five digits of your Student ID**, which is on the top of your schedule.
10. Once you are in the program, Click on **LESSONS**, then Click on **Down Arrow** next to **LESSONS** at the top of the screen, and Click on **Optional Timings**. When asked for the Access Code, **enter the Access Code you purchased at the bookstore.**

GETTING STARTED

1. Once you have logged in, Click on INTRODUCTION, the right icon on the first line of blue squares, and read Step 1 through Step 11 by clicking on each step on the top row. This explains how the program works.
2. Click on LESSONS. **Begin with Lesson 1 and do all the lines of each lesson by clicking on Ln 1, 2, etc., on top of the screen.**



- Look at the Screen, NOT the Keyboard.
- Press ONE SPACE between sentences.
- There are NO Backspace or Correction option.
- Your score is not recorded unless you have met the accuracy standard (see chart below).

When you take a timing, make sure you select the FULL SCREEN button before you start.

TIMED WRITINGS

The program will not record your timings unless you meet the following accuracy requirements.

Timed Writing	Allowed Errors
15 Seconds	0 Errors
30 Seconds	0 Errors
1 Minute	3 Errors
2 Minute	4 Errors
3 Minute	6 Errors
4 Minute	8 Errors
5 Minute	10 Errors

TO CALCULATE 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 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 grad speed credit. You can also PRINT the Timed Writing while it is still on your screen, for your records.
- 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 and viewed on your screen before closing during scheduled classes will count.

CMN127T—6-Week Schedule

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Week 1	<p>Lesson 1 – Lines 1-15 Lesson 2 – Lines 1-18 Lesson 3 – Lines 1-18 Lesson 4 – Lines 1-18</p> <p>Keyboard each line without errors. If you make errors, the lines must be repeated. If you pause more than 8 seconds, the line will need to be repeated as well.</p>	<p>TIMED WRITINGS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Timings</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Timings									
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Week 2	<p>Lesson 5 – Lines 1-18 Lesson 6 – Lines 1-18 Lesson 7 – Lines 1-18 Lesson 8 – Lines 1-18 LESSONS 5 - 8</p> <p>Keyboard each line without errors. If you make errors, the lines must be repeated. If you pause more than 8 seconds, the line will need to be repeated as well.</p>	<p>TIMED WRITINGS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Timings</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Timings									
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Week 3	<p>Lesson 9 – Lines 1-15 Lesson 10 – Lines 1-18 Skip Lesson 11 Lesson 12– Lines 1-17 LESSONS 9 – 10 and 12 (Skip 11)</p> <p>Keyboard each line without errors. If you make errors, the lines must be repeated. If you pause more than 8 seconds, the line will need to be repeated as well.</p>	<p>TIMED WRITINGS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Timings</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Timings									
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Week 4	<p>Lesson 13 – Lines 1-17 Lesson 14 – Lines 1-17 Lesson 15 – Lines 1-17 Lesson 16 – Lines 1-17 LESSONS 13 - 16</p> <p>Keyboard each line without errors. If you make errors, the lines must be repeated. If you pause more than 8 seconds, the line will need to be repeated as well.</p>	<p>TIMED WRITINGS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Timings</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Timings									
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Week 5	<p>Lesson 17 – Lines 1-17 Lesson 18 – Lines 1-17 Lesson 19 – Lines 1-17 Lesson 20 – Lines 1-17 LESSONS 17 - 20</p> <p>Keyboard each line without errors. If you make errors, the lines must be repeated. If you pause more than 8 seconds, the line will need to be repeated as well.</p>	<p>TIMED WRITINGS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Timings</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Timings									
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Week 6	<p>Additional TIMINGS (Click on OPTIONAL TIMINGS)</p> <p>Since the goal of the class is to obtain graduation speed, this week will provide you with an opportunity to improve and obtain your speed. (#5, 6, 7, 9 and 10)</p> <p><u>When you have completed all of the sessions and the FIVE 5-minute timings for the class, submit this sheet and a printout of your grade report to your instructor to review.</u> Take five 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. Print a grade report and submit it to your instructor in addition to the signed timing sheet. These will be submitted to the grader.</p>	<p>TIMED WRITINGS</p> <p>Have your instructor view your timings on the screen and sign the last page of this document.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Timings</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Timings									
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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
OAAC	Specialized Associate Degree – Accounting	30	CMN127B
ACEE	Accounting with Entrepreneurship Emphasis	30	CMN127B
ACCE	Accounting with Certification Emphasis		

Business

OABU	Specialized Associate Degree – Business	40	CMN127B
BUMP	Business Management Professional	40	CMN127B
BUOP	Business Office Professional	40	CMN127B
BUAP	Accelerated Business Professional	40	CMN127B

Legal

OAPL	Specialized Associate Degree – Paralegal	45	CMN127B
LEPS	Paralegal Studies (less than full time)		
LEOA	Legal Office Assistant	45	CMN127B

Medical

OAAM	Specialized Associate Degree - Administrative Medical Professional	40	CMN127B
OACM	Specialized Associate Degree - Clinical Medical Professional	40	CMN127B
MECL	Clinical Medical Assistant	30	CMN127B
MEAE	Medical Assistant Essentials	30	CMN127B
MEAA	Medical Administrative Assistant	40	CMN127B
MEBC	Medical Billing and Coding Technician	30	CMN127B
SSPN	Phlebotomy Technician (less than full time)		

Information Technology

OACY	Specialized Associate Degree – Information Technology Cybersecurity Specialist Concentration	25	
OALI	Specialized Associate Degree – Information Technology Linux Specialist Concentration	25	
OAMI	Specialized Associate Degree – Information Technology Microsoft Specialist Concentration	25	
ITSS	I.T. Support Specialist	25	
ITMS	Microsoft Solutions Expert		

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Business

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BUMP	Business Management Professional	40	CMN127B
BUOP	Business Office Professional	40	CMN127B
BUAP	Accelerated Business Professional	40	CMN127B

Legal

OAPL	Specialized Associate Degree – Paralegal	45	CMN127B
LEPS	Paralegal Studies (less than full time)		
LEOA	Legal Office Assistant	45	CMN127B

Medical

OAAM	Specialized Associate Degree - Administrative Medical Professional	40	CMN127B
OACM	Specialized Associate Degree - Clinical Medical Professional	40	CMN127B
MECL	Clinical Medical Assistant	30	CMN127B
MEAE	Medical Assistant Essentials	30	CMN127B
MEAA	Medical Administrative Assistant	40	CMN127B
MEBC	Medical Billing and Coding Technician	30	CMN127B
SSPN	Phlebotomy Technician (less than full time)		

Information Technology

OACY	Specialized Associate Degree – Information Technology Cybersecurity Specialist Concentration	25	
OALI	Specialized Associate Degree – Information Technology Linux Specialist Concentration	25	
OAMI	Specialized Associate Degree – Information Technology Microsoft Specialist Concentration	25	
ITSS	I.T. Support Specialist	25	
ITMS	Microsoft Solutions Expert		

CMN127T – Timings Sheet

Name:		Instructor:		Date:	
Major:		Grad Speed Goal:			
Timing	Date	Speed	Errors	Net	Instructor
1	<input type="checkbox"/> Lesson 1 – Lines 1-15 <input type="checkbox"/> Lesson 2 – Lines 1-18 <input type="checkbox"/> Lesson 3 – Lines 1-18 <input type="checkbox"/> Lesson 4 – Lines 1-18				
2	<input type="checkbox"/> Lesson 5 – Lines 1-18 <input type="checkbox"/> Lesson 6 – Lines 1-18 <input type="checkbox"/> Lesson 7 – Lines 1-18 <input type="checkbox"/> Lesson 8 – Lines 1-18				
3	<input type="checkbox"/> Lesson 9 – Lines 1-18 <input type="checkbox"/> Lesson 10 – Lines 1-18 <input style="color: red;" type="checkbox"/> Skip Lesson 11 <input type="checkbox"/> Lesson 12 – Lines 1-17				
4	<input type="checkbox"/> Lesson 13 – Lines 1-17 <input type="checkbox"/> Lesson 14 – Lines 1-17 <input type="checkbox"/> Lesson 15 – Lines 1-17 <input type="checkbox"/> Lesson 16 – Lines 1-17				
5	<input type="checkbox"/> Lesson 17 – Lines 1-17 <input type="checkbox"/> Lesson 18 – Lines 1-17 <input type="checkbox"/> Lesson 19 – Lines 1-17 <input type="checkbox"/> Lesson 20 – Lines 1-17				
6	5-MINUTE TIMINGS <input type="checkbox"/> Timing 5 <input type="checkbox"/> Timing 6 <input type="checkbox"/> Timing 7 <input type="checkbox"/> Timing 9 <input type="checkbox"/> Timing 10	<u>Speed</u>	<u>Errors</u>	<u>Net</u>	<u>Instructor</u>
		<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>

When you have completed all of the sessions and the FIVE 5-minute timings for the class, submit this sheet and a printout of your grade report to your instructor to review. Your instructor will email the grader with the timing information and submit your reports for grading. The grader must review your sessions in your file and review this sheet before a grade will be submitted. Best Timing: Speed- Errors= Net Instructor