

CLASS NUMBER AND NAME:	TYN225E—KEYBOARDING SPEED DEVELOPMENT V
TOTAL HOURS/UNITS:	24 HOURS/1 UNIT
PREREQUISITES:	TYN225D—Keyboarding Speed Development IV
TEXTS AND MATERIALS:	<i>College Keyboarding & Document Processing</i> , 11 th 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 the 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.

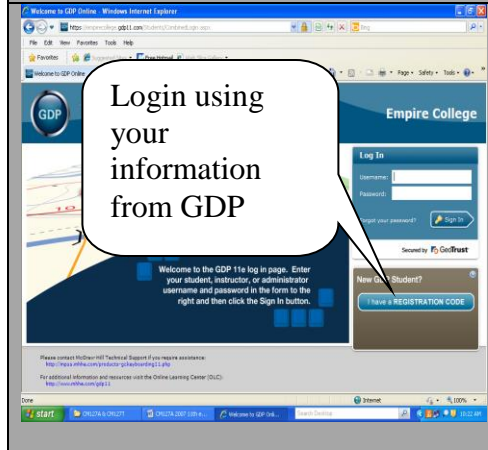
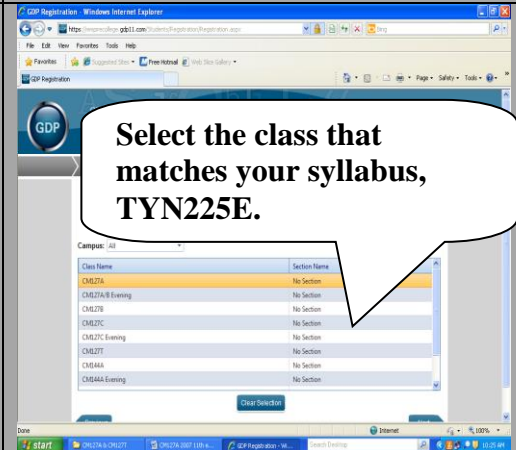
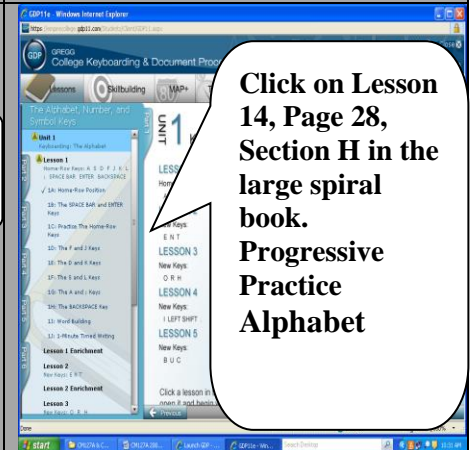
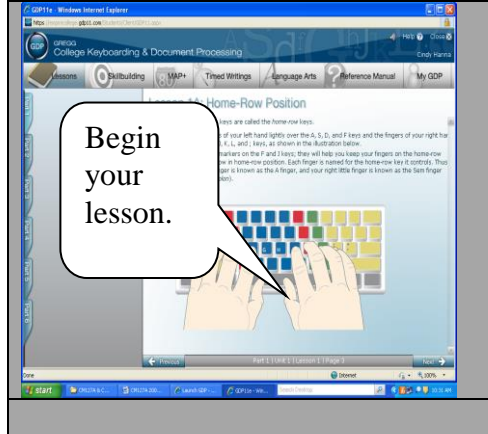
ANTICIPATED LEARNING OUTCOMES:

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>1st Screen</p> 	<p>Next →</p> 	<p>Next →</p> 
<p>Next →</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.

TYN225E—6-Week Schedule

Week 1	<p>Lesson 14 Page 48 H: Progressive Practice Alphabet Page 49 Enrichment</p> <p>Lesson 15 Page 51 D: Progressive Practice Alphabet Page 52 Enrichment</p> <p>Lesson 16 Page 55 F: Paced Practice H: Progressive Practice Alphabet</p> <p>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</p>	<p>TIMED WRITINGS WEEK 1 Teacher signature, date, and speed 10 20</p>
Week 2	<p>Lesson 17 Page 58 G: Map+: Alphabet Page 59 Enrichment</p> <p>Lesson 18 Page 61 F: Progressive Practice: Numbers Page 62 Enrichment</p> <p>Lesson 19 Page 64 Map +: Numbers Page 66 Enrichment</p> <p>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.</p>	<p>TIMED WRITINGS WEEK 2 Teacher signature, date, and speed 30 40</p>
Week 3	<p>Lesson 20 Page 68 Map +: Numbers Page 69 Enrichment</p> <p>Lesson 21 Page 75 B: Map+: Alphabet C: Progressive Practice: Alphabet</p> <p>Lesson 23 Page 79 Map +: Numbers</p> <p>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.</p>	<p>TIMED WRITINGS WEEK 3 Teacher signature, date, and speed 50 60</p>
Week 4	<p>Lesson 24 Page 81 Map +: Numbers</p> <p>Lesson 27 Page 92 B: Map+: Alphabet C: Progressive Practice: Alphabet</p> <p>Lesson 28 Page 95 B: Paced Practice</p> <p>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.</p>	<p>TIMED WRITINGS WEEK 4 Teacher signature, date, and speed 70 80</p>
Week 5	<p>Lesson 29 Page 100 B: Map+: Symbol</p> <p>Lesson 31 Page 110 B: Map+: Alphabet C: Progressive Practice: Alphabet</p> <p>Lesson 33 Page 118 B: Map+: Numbers</p> <p>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.</p>	<p>TIMED WRITINGS WEEK 5 Teacher signature, date, and speed 90 100</p>
Week 6	<p>SIX Additional 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.</p> <p>Take six 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.</p>	<p>TIMED WRITINGS WEEK 6 Teacher signature, date, and speed 110 160</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.**

Students must meet grad speeds to qualify for internships.

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

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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

OAMM	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		

TYN225E—5-Minute Timings

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

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.