

## **CIS 1160 ADVANCED KEYBOARD SKILLBUILDING**

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CREDIT:	2 semester hours
FACULTY CONTACT:	Based at SCC Grading Station, SCC, 652-7953
GRADING INSTRUCTOR:	Becky A. Smith, SCC 125, 652-7836, 680-7825, <a href="mailto:bsmith@dixie.edu">bsmith@dixie.edu</a>
PROGRAM COORDINATOR::	Linda Rogers, SCC 123, 652-7886, <a href="mailto:rogersl@dixie.edu">rogersl@dixie.edu</a>
YEAR:	2010-2011
TEXT REQUIRED:	Cortez Peters' Championship Keyboarding Drills

### **COURSE DESCRIPTION**

This course is designed for students who wish to build basic keyboarding skills to 60 wpm and improve their accuracy with no more than a 10% error rate. This course would meet the needs of a student who needs to certify their keyboarding skill at a 60 wpm entry level. Hands-on instruction, in a self-paced environment, is used to acquire these skills. Students will be expected to adhere to the Dixie College Student Code of Conduct (found in the college catalog or student handbook).

*If you are a student with a medical, psychological, or learning disability or think you might have a disability and would like accommodations, contact the Disability Resource Center (652-7516) in the Student Services Center. The Disability Resource Center will determine eligibility of the student requesting special services and determine the appropriate accommodations related to their disability.*

### **PERFORMANCE OBJECTIVES**

Upon completion of this course, the student will be able to:

#### **Demonstrate the following keyboarding skills**

- Demonstrate speed and control on straight-copy timings
- Keyboard at a straight copy rate of 60 wpm with no more than a 10% error rate on a 5-minute timed writing. The score will be based on average of the top ten timed writing scores of the semester. For example: 60 wpm with no more than 6 errors.

**Demonstrate life skills:** In addition to the computer skills listed, the student will exhibit the following identified life skills:

- Exhibit time management skills by scheduling work in a timely manner and completing assignments and tests by deadline dates.
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- Exhibit an understanding of course policies by reviewing often the printed materials.
- Utilize effectively materials produced to guide the student through a self-paced course.

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## CLASS PROCEDURES

ATTENDANCE: This is a self-paced course where each student should plan to spend at least four hours per week.

WEEKLY REPORTS: You are responsible to turn in a weekly report which will include a pretest, posttest, skill development paragraphs and correction practice ( perfect line report) for each of 14 levels of coursework. These will be turned in by following the instructions found on the Course Content (Home) page of Blackboard. No late assignments will be accepted, however, students may do extra lines in future levels to make up for the lines missed.

TIMED WRITINGS AND CORRECTION PRACTICE: This work should be completed as described in your assignment modules. The student's grade will be based on an average of the top ten timed writings—five from homework and five from the supervised timings-- with a 90% accuracy rate. For example, at 60 wpm, a student is allowed 6 or less errors. In addition, the student will complete Perfect Lines at the rate of 225 PL per level for CIS 1160. There are fourteen required levels. In addition, the student will complete a minimum of 8 five-minute timed writings (5 of which must be gradeable) under supervision at the Grading Station in the Smith Computer Center. The student will need to provide a picture ID when taking these timed writings.

## TESTING OUT

A student may test out of this course by completing five different approved 5-minute timed writings at a level of 60 wpm or better with no more than a 10% error rate at the grading station during the first week of the semester or equivalent time in the block or shortened courses. See the Blackboard Calendar for deadline dates. These timings will be taken at the Grading Station with a picture ID. It is not necessary to buy the book to test out. See complete details posted on Blackboard Vista. Talk to the instructor about your test out deadline.

FINAL GRADE: The final grade will be broken down as follows:

Course Component	% of Grade	Course Component	% of Grade
<b>5 min Timed Writings</b> <b>90% accuracy*</b>	<b>60%</b>	<b>Weekly Report</b> <b>225 lines per week</b>	<b>60%</b>
A = 60 wpm B = 51 wpm C = 34 wpm D = 29 wpm F = less 35 wpm		A = 3150 perfect lines B = 2678 C = 2363 D = 2048 F = less than 1859	

\*Timed Writings are based on a 90% accuracy rate. Word-per-minute scores are based on a percentage of 60.

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Grades will be issued on a percentage of total points possible as follows:

A	95+	B+	87-89	C+	77-9	D+	67-79	F	0-59
A-	90-94	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		