

IS101 COMP KEYBOARDING

Pass/No Pass (One Credit Course)

GENERAL INFORMATION

Class Time and Place: Section 1 ~ Tuesdays and Thursdays ~ 1:00 pm - 1:50 pm ~ GCB 150

Course Description/Competencies: This is a pass/no pass course so no grade will be given. This course is designed to develop typing speed and accuracy for beginners and semi- or experienced typists.

For beginners, the course is designed to teach keyboarding by touch (without looking at the keys or your fingers) to speeds of 35+ wpm and accuracy of no more than 1 error per minute. The alphabetic and punctuation keys, keyboard numbers, and symbols are covered. Lessons contain 15-second, 30-second, and 1-3 minute timings (3-5 minute timings are also available, and students are encouraged to meet the speed and accuracy in each exercise before continuing on to the next one. There are over 560 timed exercises that are automatically scored and recorded to the Progress Report. Students print a Progress Report weekly according to the Progress/Assignment schedule.

This course is also designed for the semi- or experienced typists who want to improve their keyboarding skills. Students can take the course entry timing from the online text. After completing the entry timing, add 10 wpm to the best score and use that score as the goal for each exercise. Students must pass the entry test with a minimum score of 50 wpm. Note: 55 wpm is the goals for all students who would like to challenge the course for a "Passing" grade.

Textbook/Class Supplies : • [KEYBOARD MASTERY ON THE](#)

COMPUTER by Barbara Ellsworth.

Requirements:

- Attendance
 - You are required to attend class.
- Homework
 - No additional homework will be given. However, if you would like extra practice with key strokes, additional drills will be provided during class time.
 - Work may be completed at home or at any academic computing lab.
- Quizzes/Mid-term/Final
 - A mid-term will be given to ensure that students are meeting the required speed and accuracy.
 - Progressive pop quizzes will also be given throughout the semester.
 - The final grade report contains the final grade to be recorded for the course.
- Assignments
 - Your first assignment is to read the beginning pages in your textbook and answer the questions on pages A-2 and A-3. The questions and answers contain information that is important for your understanding of the course. This must be completed FIRST. Along with your questions, you will also turn in a hard copy of your Grade Report, after you have completed the set up.
- Progress Reports
 - A weekly progress report is due at the end of each class period. If there is a week that

you are behind schedule, please print the report anyway. Lessons can be made up the next week. It is important to submit this report weekly so that your progress can be recorded and your instructor can help you, if needed.

NOTE: After completing your lessons, students have the option of going back to practice previous exercises to raise scores. HOWEVER, this can ONLY be done after completing ALL of the lessons. The courseware will not work if this is not followed. The new scores will be reflected on the next Progress Report printed.

- It is recommended that students keep an extra copy of your Final Grade Report to show an employer when applying for a job.

Grade Requirements:

This is a pass/no pass course. Students who meet the grade requirements successfully will receive a "P" (passing score). If students do not meet the grade requirements, they will receive an "NP" (not passing score).

The grades will be scored as follows:

- 2 points will be given for each attendance. 1 point designates a tardy.
- 2 points will be given for each lesson line. 1 point designates a late submittal.
- 2 points will be given for a passing quiz/test. 1 point designates a no pass.

Assignment/Tests	Points	Requirement
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Attendance	**	More than 2 absences will result in an "NP" grade
Progress Reports	1156	Possible (minimum required 1100)
Mid-Term	25B 35A	Requirement
Final	35B 50A	Requirement

Beginner	35+ wpm (goal) = P
Advanced	50+ wpm (goal) = P
Test Out	55+ wpm = P Note: Please see instructor for more details .

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