

INTERNET SYLLABUS FOR KEYBOARDING – SHORT COURSE WINDOWS and MAC OSX+

1/2

Credit

Teacher: Barbara Ellsworth—Mesa Community College, Mesa, Arizona

Sample Syllabus using Keyboard Short Course

PRINT THIS SYLLABUS and read it carefully. With Internet/open entry courses the syllabus is our main means of communication! Read it all before beginning your course! *Classes using online software MUST do their work online—Do NOT load the CD on your personal computer and do class work from there.*

I. GETTING STARTED/ORIENTATION INFORMATION

You should have a blue registration sheet showing your course schedule.

MCC students on campus need a student ID to log-in and out of the computer lab. If this is your first time utilizing the computer lab, you will need to have a bar code assigned to your ID when you first log-in to the lab.

II. TEXTBOOK and SUPPLIES INFORMATION

TEXTBOOK: **KEYBOARDING—SHORT COURSE On the Computer**
Author: Barbara Ellsworth (It comes shrink-wrapped with a CD.)

- Purchase the textbook/disk from the MCC bookstore or The Textbook Company across the street on Southern.

III. INSTRUCTOR/LAB INFORMATION

Instructor: Barbara Ellsworth **Office:** BP059 **MCC Phone:** (480) 461-7472
e-mail: ellsworthbarb@mail.mc.maricopa.edu

Office Hours: Posted on Office Window, and available in the lab

Lab Hours: Posted in the Computer Lab

Computer Lab Hours for MCC campus:

	<u>Fall, Spring Hours</u>	<u>Summer Schedule</u>
Monday - Thursday	7:30a.m. - 10:20p.m.	7:00a.m. - 9:50 p.m.
Friday	7:30a.m. - 8:20p.m.	NO FRIDAY HOURS

Saturday 7:30a.m. - 4:20p.m. NO SATURDAY HOURS
Check signs in the lab for holiday hours!

IV. COURSE DESCRIPTION/COMPETENCIES

Prerequisites: NONE

Keyboarding Short Course will teach beginners how to type, and teach experienced typists to type faster and more accurately. This course has been field tested and adopted by the U.S. Government, Dept. of Labor, National Office of the Job Corps. It is a suggested text in its list of courses in the Clerical and Accounting Clerk curriculums. It is appropriate for Middle School, Jr. High, High School, and adult-College-University.

For beginners, the course is designed to teach keyboarding by touch (without looking at the keys or your fingers) in a short length of time to speeds of 30-35+ wpm and accuracy of no more than 1 error per minute. **The alphabetic and punctuation keys are covered; no numbers or symbols.** Every lesson contains timed exercises and students are encouraged to meet the speed and accuracy goals (whatever speed is required for an "A" grade in the Setup) in each exercise before continuing on to the next one. Be sure to enter a grading scale whether or not you are taking the course for credit. The grading scale determines your goals. Goal-directed practice on each exercise will help you progress much further, and faster. You will master each exercise before continuing on to the next ones. (If you have trouble with one exercise, you can go on but be sure to come back the next day and try the challenging exercise again to raise the timing score.) There are **126** timed exercises. Lessons 1-11 are 15-second timings, and some 30-second timings. The purpose of short timings in the beginning is to get the fingers and mind working together at a rapid rate. Lessons 12-18 contain 1-minute and 2-minute timings. There are 18 lessons, and FreeForm if you want to create timings of longer duration. It is recommended that you complete all 18. In a classroom, the Setup can be changed to accommodate a shorter period of time by omitting some lessons—such as the 2-minute timing lessons.

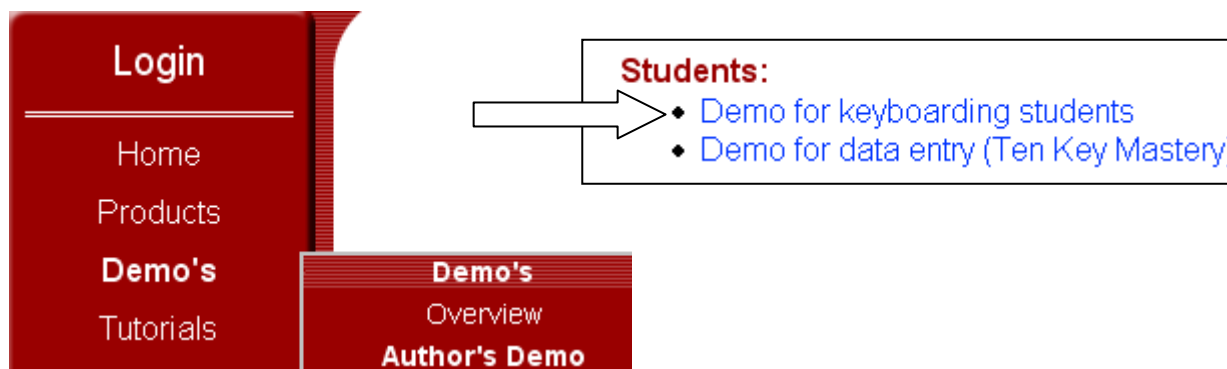
For experienced typists, take the 2-minute Course Entry timing. If you are already typing 50 wpm, increase the grading scale in the Setup to 60 wpm and have 60 wpm as your goal for each exercise in each lesson. When you finish the course, take the Course Exit timing. Your Course Entry score, Course Exit score, and your improvement will show on the Grade Report. Some students have gone through the course two or three times, raising their goal each time, until they typed 80-90 wpm. There is much to be gained by going over the basics at a higher rate (goal) each time.

V. COURSE INSIGHTS

Prerequisites: NONE

WATCH THE DEMO ON YOUR CD FOR YOUR COURSE BEFORE YOU START:

INTERNET--Go to www.KeyboardingOnline.com. Rest cursor on Demo's, then click Author's Demo. Under Students, click on Demo for data entry (Ten Key Mastery) students. Wait for it to load. It will start automatically and demonstrate your course to you.



FROM THE CD--Put the CD into your computer; wait ... it should load automatically. Click on (1) Tutorials and turn up the volume—just sit back and relax and have the whole course explained and demonstrated for you. It is about 23 minutes. It will save you a lot of time later because you won't have questions about the course.

ON COMPLETING ASSIGNMENTS:

This class uses online software. Do **NOT** load or use the software on the CD. The software on the CD is for use in the **future** if you want to improve or maintain your skill **AFTER** the Internet class is completed and deleted. If you load it onto your home computer now, your teacher will not be able to see your work online and you could get dropped from the class.

Your teacher will be able to view your work and grade from the Internet. *There is nothing for you to mail or hand in.* Be sure you don't procrastinate getting started promptly. You can go back and practice earlier assignments as often as you wish. However, it is advised to meet your speed and accuracy goal for **each exercise** before going on to the next one.

At the end of your course, when you have completed all the lessons, check your Final Grade Report. If you are not satisfied with the grade, you may redo any exercises to improve your grade. A higher score on a timing will replace the lower score on your Progress Report, which will improve the grade on your grade report.

VI. GRADING INFORMATION

This course can be taken for a letter grade, or as pass/fail (P/Z—credit only, no grade). They have different section numbers. Be sure you sign up for the section you want. If you get registered in the wrong section, you only have one week to drop/add into the correct section number.

The grade is generated from the Grade Report on the student's program. The course standards are:

32 w.p.m.+ = A (**THIS IS YOUR GOAL FOR EACH EXERCISE**)

28 = B

24 = C (**AVERAGE TO PASS FOR P/Z GRADE**)

20 = D

VII. ADDITIONAL COURSE INFORMATION, GUIDELINES AND POLICIES

ATTENDANCE:

Work may be completed at home or at the lab at MCC.

WITHDRAWAL/REFUND POLICY:

Students on campus electing to withdraw must file a completed withdrawal form in the Office of Records no later than the end date for your class.

See the catalog or schedule of classes for the MCC refund policy.

CHEATING:

Cheating, and the consequences, is described in the student handbook or calendar. All students are responsible for doing their own work.

PHYSICAL OR LEARNING DISABILITIES:

I would like all my students to know that I am willing to make reasonable accommodations for such disabilities. Please see me to discuss your special needs.

VIII. COMMENTS ON COURSE/ASSIGNMENT OUTLINE

It would be a good idea to keep an extra copy of your Final Progress and Grade Report to show an employer when you apply for a job.

BEGINNING YOUR COURSE:

- (Be sure you have watched the tutorial for your course.)
- Launch the Internet using Internet Explorer or Netscape 6.0+
- Type in the Address: www.KeyboardingOnline.com
- Click on LOGIN
- Enter the "Login" and "Password" given by your instructor. Both lines should be the same and lower case:

At Mesa Community College:

Login: mesa

Password: mesa

Click Sign in

- Click on the link for your course. **WAIT**. If your course does not come up after about 2 minutes on a slow connection, you need to load a later version of Java. It is free. In the Address in your browser, type: `java.sun.com/getjava/index.html`
Click the **DOWNLOAD NOW** link and follow the prompts.
- *(If you had to go out and load the Java plug-in, close your browser and return to your desktop. Begin over.)*
- Click “Yes” if a Warning-Security box appears.
- Click “**Open Existing Student File**”
- Select your class, select your name (data file), and click the Open button.
- Enter your individual password given by your instructor, and click OK
At Mesa Community College, all ID/Passwords are: 1—You can change them when you are in your course.
- A box appears asking for your serial code—this is asked for only once. It is under your CD in the back of your textbook.
- **After entering the serial code, you are now into your course.**

THE MAIN MENU:

User Info

This is where you can enter your email address, phone number, and change your password if you want to.

Introduction

Read and follow the prompts for course information.

Lessons Menu

- Double click LESSONS MENU to reveal all the lessons assigned by your teacher. The assigned lessons have a little box to the left. When the lessons have been practiced and a score recorded on the Progress Report, a check mark will appear in the box. Click to select Lesson 1 – Home Row.

Open your textbook to Lesson One and begin keying in Exercise 1. *The timer begins when the first key is depressed.* If you “mess up” and want to begin the exercise over, just click on the **TIMER** button below your timing screen. **When you finish a line, (do NOT add a space) press the Enter key and begin again on the same line.** Keep going to get a higher score!

You may practice each exercise as many times as you wish although the best three scores will appear below your timing screen. Your grade will be taken from the **best** score of each exercise.

You may or may not use the Backspace Key to correct errors—check the Setup to see if correction keys have been disabled by your instructor. If you are permitted to use correction keys, learn to use it properly so you don't lose time. (Keep your J finger on the J key while you raise your wrist and depress the Backspace key with the little finger.)

Free Form

Free Form is used for timings for any material or length—you can use material from a magazine or another textbook and set the time allowed for the timing. Since the software does not know what material you will be using, you will have to check for errors.

Progress Reports

Double click Progress Reports and two options appear:

Progress Reports

Simple Report

Comprehensive

Simple Report is a summary of the best timing scores from each exercise. When a lesson is completed, it also shows the weighted lesson average. *If there aren't any scores there, your timings had more errors than the Setup allows and you need to practice them again.*

Comprehensive report shows the best three timing scores from each exercise. When a lesson is completed, it also shows the weighted lesson average.

To get a printed Progress Report for your own records, click the printer icon.

Grade Reports

Double click Grade Reports and two options appear:

Grade Reports

Current Grade

Final Grade

- Click **Current Grade** to see what the current grade is of all **completed** lessons—a good way to check your grade periodically. Compare your average wpm with the grading scale.
- Click **FINAL GRADE**—After all lessons required in the **SETUP** have been completed, a final grade will appear. If a student is not happy with this grade, he/she can refer back

to the Progress Report and practice those exercises that need better scores. Better scores on the Progress Report raises the score/grade on the Grade Report.


TO QUIT AND EXIT THE PROGRAM

Click the “Save and Close File” button on your toolbar. Scores are saved automatically every 12 minutes. By clicking the Save and Close File button, any scores at the end of class after the last 12 minutes are saved (If you just exit the internet and run to the next class, you could lose several minutes of practice). If you are in a structured class, the program is still open so the next student can open his/her data file and begin practicing. If you are at home, you can also “x” out of the program and Internet entirely.

When you are finished with the course:

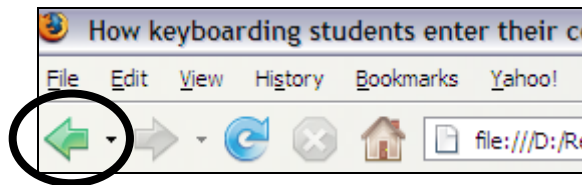
- ***Your instructor will view your Progress and Grade Report from the Internet. You do not need to turn anything in.***
- ***Your grade should be sent in the mail within three weeks after I turn it in.***
- ***You have the software on the CD to practice after this class to maintain your skills. Your class will be deleted from the Internet soon after completion.***
- ***THERE IS NO BUY BACK FOR YOUR TEXTBOOK OR CD. The serial code under the CD in the back of your textbook can be used only once. Anyone with a used textbook would have to purchase a new serial code online from www.EllsworthPublishing.com.***

TO USE YOUR SOFTWARE CD (In the future after your Internet file has been deleted):

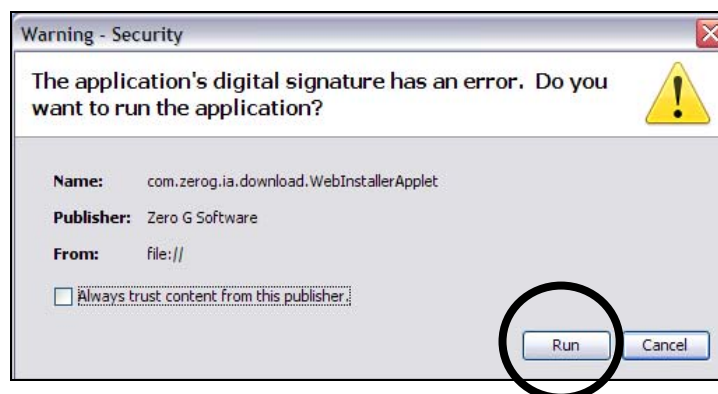
- Insert the CD into your computer
 - WAIT—It should load automatically. If not, go to Windows Explore and select the CD drive. Click on Start or Start.html:  Start.html
- Click on **(1) Tutorial** as shown below. Turn up your speakers to view and listen to the demo.



- When finished viewing the Tutorial, click the *back arrow* on your Internet Browser (top of screen):



- Click on **(2) Quick Start Guide**. Print this Guide. It has specific “How to” information for your course in written form for your reference.
- Click the back arrow on your Internet Browser when printing is completed.
- Click on **(3) Install** to install your software to your personal computer; follow the prompts.
 - At the Warning—Security box, click **Run**. Follow the prompts to install the software for Windows or MAC.





Ellsworth Publishing Co. (EPC) - Keyboard Short Course

Recommended Installation for Your Platform:

Start Installer for Windows...

Installer created with [InstallAnywhere](#)® by Zero G Software, Inc. Copyright 2002. www.ZeroG.com

Available Installers

	Platform	includes Java VM	without Java VM	Instructions
}	> Windows	Download (15.6M)		View
	X Mac OS X		Download (13.3M)	View

Windows Instructions:

[Instructions](#)

- Exit your CD
- Double click your course icon that was automatically placed on your desktop
- For the Setup standards, you may use the default examples unless your teacher specifies otherwise or you may want to increase the standards to raise your skills to new levels.