

**INTERNET SYLLABUS FOR ADVANCED KEYBOARDING
WINDOWS and MAC OSX+ 1 Credit**
Teacher: Barbara Ellsworth—Mesa Community College, Mesa, Arizona

Sample Syllabus using Skillbuilding Mastery

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: SKILLBUILDING MASTERY 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: 35 wpm on 2-min. timing

Skillbuilding Mastery is an advanced keyboarding course designed to increase typing speed and accuracy to employable levels of 50+ wpm. It is a self-paced course and students are encouraged to meet the speed and accuracy goals in each exercise before continuing on to the next one. Allow at least 50-55 hours for optimum learning. Students will have 15-second, 30-second, and 1-5 minute timings. There are 517 timed exercises that are automatically scored and those that meet the accuracy rate are recorded to the Progress Report. There are five proofreading exercises to teach proofreading skills. The Current Grade Report option averages completed lessons and is available at any time throughout the course to help students evaluate their progress toward their goal wpm. The Final Grade Report contains the final grade to be recorded for the course.

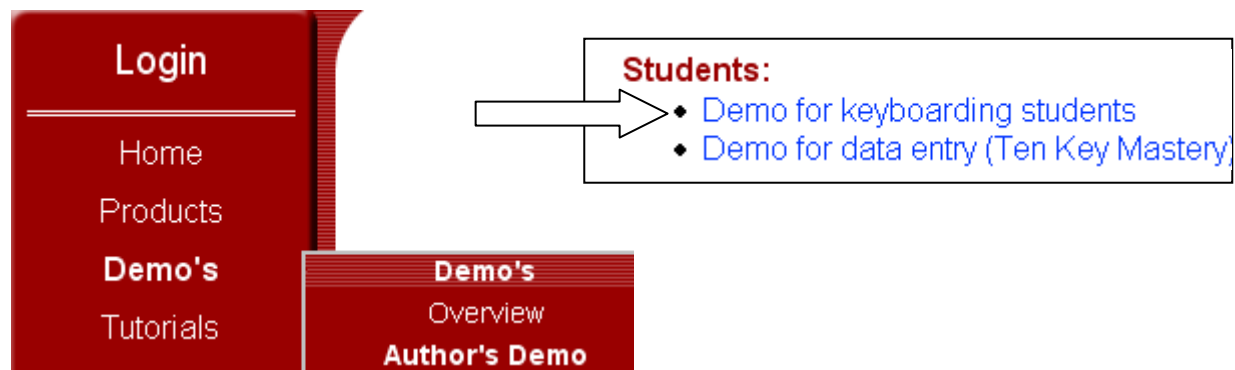
If you are already typing 35+ wpm (or 45 or 55 wpm, etc) and want to increase your speed significantly, go to the Main Menu, Open Screen, Course Entry Timing. The Course Entry Timing is found in the textbook (check Table of Contents); it will determine your present speed/accuracy. Add 10-15 words to the score and use that as your new goal for every exercise.

V. COURSE INSIGHTS

If you type less than 35 wpm, there is a textbook you can buy at the MCC bookstore called Keyboard Short Course. It contains mainly short timings to build speed and accuracy quickly. You can complete it in a few weeks with practice. Set your goal at 35 wpm for each exercise in the 18 lessons. Then take this course and you will do much better.

WATCH THE DEMO 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.

You do not need to print or turn anything in. 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.

Note on Lessons 28-29. All exercises are required on the Progress Report, even though only the 5-minute timings are used in grading.

Note on Lessons 30-34. These lessons may be omitted.

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:

- 50 w.p.m.+ = A (**THIS IS YOUR GOAL FOR EACH EXERCISE**)
- 45 = B
- 40 = C (**AVERAGE TO PASS FOR P/Z GRADE**)
- 35 = 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.

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: (see below)

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

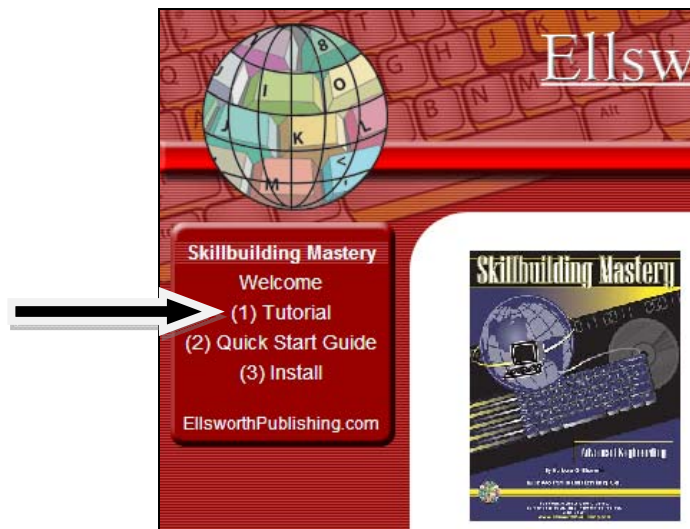
his/her data file and begin practicing. If you are at home, you can also “x” out of the program and Internet entirely.

When you are finished with the course:

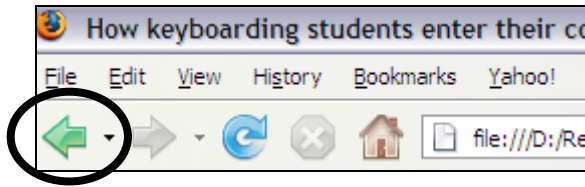
- *Your instructor will view your Progress and Grade Report from the Internet. You do not need to turn anything in.*
- *Your grade should be sent in the mail within three weeks.*
- *You have the software on the CD to practice after this class to maintain your skills. Your class will be deleted from the 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
 1. 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, as shown below):



- 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.



| Available Installers | | | | |
|----------------------|----------|------------------|----------------------------------|----------------------|
| | Platform | includes Java VM | without Java VM | Instructions |
| } | > | Windows | Download (15.7M) | View |
| | X | Mac OS X | Download (13.4M) | View |

- 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.