CIS A090--Beginning Keyboarding 1 Syllabus

Instructor: Shirley Radford

COURSE OBJECTIVES:

Computer Information Systems A090 is designed to help the student:

1. Build basic-level mastery of the keyboard on straight-copy material
   The keyboard includes alphabetic keys, numeric keys, specialized punctuation marks, and symbol keys.

2. Develop a rapid stroking technique and return to the home-row position

3. Develop proper position at the keyboard including:
   a. proper distance from the keyboard unit
   b. elbows next to the body
   c. forearms extended and slightly raised
   d. wrists and/or palms off the edge of the keyboard
   e. hands steady as reaches are made to the keys

STUDENT LEARNING OUTCOMES

The student will be able to:

Use the acceptable keyboarding techniques without looking at a keyboard, to type at a minimum speed of 25 Wpm for two minutes with five or fewer errors.

REQUIRED TEXTBOOK PACKAGE:


NOTE: If not buying at OCC bookstore, the name of the textbook is Gregg College Keyboarding & Document Processing, 11th edition; author: Ober. It must also include an access code. Without the access code, you cannot log into the keyboarding program. It also must be a new access code. Used ones don’t work.

You must read the following:

1. Student Registration Guide: Explains how to log in with access code for the first time.

2. Keyboarding Program User Guide: Explains the keyboarding program and My GDP (Student Portfolio). You must check your My GDP for my comments on your completed work. (See instructor website or My GDP (Resources) located in keyboarding program.

3. Assignment Sheet: Follow Assignment sheet and submit lessons by the dates below. (See instructor website or My GDP (Resources) located in keyboarding program.
MINIMUM SYSTEM REQUIREMENTS:

Network and Firewall


2. GDP 11e is linked to a content delivery network (CDN) and can resolve to different IP's based on time and location, so please raise the network priority of these IP addresses:
   - 69.28.128.0/18
   - 68.142.64.0/18
   - 208.111.128.0/18
   - 50.56.137.50
   GDP 11e runs on the same “private” Internet backbone as many popular websites, and thus if your network is purposefully preventing or slowing access to these websites it will likely degrade GDP 11e performance.

3. White list AccountServices@mail.gdp11.com and AccountServices@gdp11.com.

4. Create a firewall rule to allow all traffic to/from the IP's specified in #1

5. Ensure that you are using switches and/or routers instead of hubs within the lab environment.

To run GDP 11 your system must meet the following minimum requirements:

- CIS A092 does not work with a MAC
- Windows XP, Windows Vista, Windows 7 or Windows 8
- IE7 – IE 10, or Firefox 3.5+
- 512 MB RAM is required, 1GB+ is recommended
- 1GHz+ processor
- Adobe Flash Player v10+ (Flash Player v10.1 highly recommended)
- Screen resolution of 1024px x 768px or higher
- Microsoft Word 2013
- Hi-speed Internet access
DUE DATES FOR COMPLETION OF WORK

This is an 8-week class. The lessons that you complete are performance-based, not based on a specific number of minutes. You need to plan to spend a minimum of 6 hours each week on the course work depending on your typing skills in order to finish in eight weeks and be ready to complete work on dates shown below.

<table>
<thead>
<tr>
<th>Lessons</th>
<th>Completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>10/30/14</td>
</tr>
<tr>
<td>6-10</td>
<td>11/13/14</td>
</tr>
<tr>
<td>11-15</td>
<td>11/28/14</td>
</tr>
<tr>
<td>16-20</td>
<td>12/11/14 (Last day of class!!)</td>
</tr>
<tr>
<td></td>
<td>All lessons must be completed.</td>
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<tr>
<td></td>
<td>Program locks at 11:59 pm</td>
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<tr>
<td></td>
<td>Late work will not be accepted!!</td>
</tr>
</tbody>
</table>

FALL 2014 (2nd 8 Weeks)

STUDENT RESPONSIBILITY:

1. **Withdrawing from the class is YOUR responsibility.**
2. **Working on the lessons on a regular basis.**
3. **Checking your MyGDP for my comments on your progress.**
4. **Checking your email regularly for any comments I might have on your work.**

**NOTE:** You must complete your lessons on the above dates or on a regular basis. **Do not** wait until the day before or day of due date to start and complete lessons or you may be dropped.

LESSONS

1. **All lessons must be completed in proper order. You must complete all exercises within a lesson before going to the next.**

2. The first 10 lessons are practice and 5% of your grade. The “A” you see after you complete an exercise is not a grade but means that you successfully completed the exercise. Lesson 11 starts the 2’ timings and those timings are graded and count towards your passing.

This class is **PASS/NO PASS only.**

GRADING PROCEDURES:

- Lessons 1-10 & 11-20 Exercises = 5%
- 2-Minute Timings = 95%

PASSING REQUIREMENTS:

1. You must successfully complete Lessons 1-20. At the completion of Lesson 20, students must be able to type with touch control (type without looking at the keys)

2. You must meet the typing requirements of at least **three 2 minute timings** typing a minimum of **25 words per minute with 4 errors** or less to earn a “Pass” for this class.

3. **If you have over 4 errors on your 2’ timings no matter speed, your grade is dropped accordingly:** example—5 errors = “C-”; 6 errors “D”, 7 or more “F”.


FINAL EXAMINATION—NONE

NOTE: If you do not meet the above typing requirements after the completion of Lessons 1-20, you must email me for further instruction.

CORRECT TECHNIQUES:

It is important that you use correct fingering and keyboarding skills. As you go through the individual lessons, be sure you watch the demonstration of new key reaches for correct fingering. You shouldn't look at your fingers while you type. Practice the following techniques: stroking technique, position at the keyboard, quick key strokes (returning to home position), “d” finger used for “c” key, use of opposite hand for shift keys, eyes on copy.

Scoring for Drills, Timings and Word Documents

Much of the work you complete in this program will be scored. The program will report your words per minute (wpm) speed and the number of errors you make, as well as achievement of speed and accuracy goals. Errors in scored copy are marked as follows:

- **Red**: all incorrect words.
- `<Green>`: all omitted words and hard returns (designated as `<¶>`).
- `{Blue}`: incorrectly inserted words and hard returns (designated as `{¶}`).

Examples:

- Incorrect word: You *cane* go.
- Omitted word: You *<can>* go.
- Inserted Word: You *{perhaps}* can go.
- Inserted an unnecessary hard return: You can go. `{¶}

MESSAGE CENTER AND EMAIL

Please check the Message Center within the program for messages or comments from me. You can also use the Message Center to communicate with me if you chose or by email.

1. Click on My GDP (Student Portfolio)
2. Click on Message Center & click on Subject to open.
3. Also check your email for messages and comments.

TECHNICAL SUPPORT

If you have technical problems with the program; such as work not saving, etc, please contact the Publisher’s Tech Support at 1-800-331-5094. They are available Monday-Thursdays: 6am to 9pm; Fridays: 6am to 4pm and Sundays: 4pm to 9pm. They need to be made aware of problems and can walk you through any problem.