



CIS 1140 Course Syllabus

CREDIT:	1 semester hour
INSTRUCTOR:	Nikki Smith, 619-2644, Canvas Messaging
SEMESTER/YEAR:	Academic Year 2014-15
TEXT REQUIRED:	Single User Online License to TypingMaster Online (Included in required course fee) http://online3.typingmaster.com/login?id=8a33huubf

COURSE DESCRIPTION

This course is for students who have no prior computer keyboarding skills. It is an online course with coursework being delivered and received through an online learning management system (currently Canvas). It is designed to help students learn beginning keyboarding skills including the alphabet, numbers, symbols, and basic keyboarding techniques. Students should expect to exit the course with a keyboarding speed of 30 wpm. The course is designed to be completed in eight weeks. Hands-on instruction, in an online environment, is used to acquire these skills. It is recommended that upon completion of this course, students register for CIS 1150, Keyboard Skillbuilding to develop keyboarding speed up to 40+ wpm. Students will be expected to adhere to the Dixie State University Student Code of Conduct (found in the catalog or student handbook.)

DSU POLICIES, PROCEDURES, AND SEMESTER DATES

Click on this link - <http://www.dixie.edu/reg/syllabus/> - for comprehensive information on the Semester Dates, the Final Exam Schedule, college resources such as the library, Disability Resource Center, IT Student Help Desk, Online Writing Lab, Testing Center, Tutoring Center, and Writing Center. In addition, please review DSU policies and statements with regards to Academic Integrity, Disruptive Behavior and Absences related to university functions.

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.



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PERFORMANCE OBJECTIVES

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

Demonstrate the following keyboarding skills:

- Exhibit mastery of the keyboard by learning the correct placement of the hands on the keys of a QWERTY keyboard and utilizing both hands in entering text/numbers/symbols, etc.
- Demonstrate speed and control on straight-copy timings
- Keyboard at a rate of 30 wpm (requirement for an A) on 3-minute timed writings at a 90% accuracy rate

In addition to the keyboarding skills listed above, 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
- Exhibit an understanding of course policies by reviewing often the course materials and announcements
- Effectively utilize materials produced to guide the student through an online course

CLASS PROCEDURES

Course Schedule: This is an online course that is to be completed within 8 weeks. Each student should plan to spend four hours per week during the 8-week schedule (half of a regular 15-week semester). It has been proven that regular daily practice is critical to a student who is first learning the keyboard. If you only work on the keyboard a couple of hours a week, your progress will be hindered, therefore, the course completion requirement is 8 weeks. Students are expected to turn work in on time. Late work will not be accepted.

Textbook Information: We will be using an online program called TypingMaster Online. You will access the login page from the Canvas Orientation Module. You will be given specific instructions on how to access the program during your orientation. The cost is only \$6 and is billed to your course as a class fee. This fee is nonrefundable.

Keyboarding Lessons: The student will complete the lessons according to the schedule and instructions found in Canvas by clicking on the weekly instructions in the lessons modules. The course will not let you move forward unless you have reached the goal of speed and accuracy in each lesson. Be prepared to redo work until you have practiced enough to achieve your goal. There are a total of 29 course lessons in the areas of touch typing, speed building, numbers, special marks, and the number pad. Your keyboarding lessons count as 70% of your grade.

Revised: January 10, 2015



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Late Work: You are expected to submit coursework on time. I do not accept late work. I will drop the lowest lesson score of the semester.

Timed Writings: Some timed writings will be part of your daily lesson work. Around Week 6 of the course, you will be instructed to present a picture ID to an approved proctor and take 1-2 (total of at least 3) supervised timed writings each week. The instructor will take an average of the top 3 HTWs (homework timed writings) and top 3 STWs (supervised timed writings) which will count towards 30% of the student’s grade. Thirty (30) wpm with 90% accuracy is the “A” level. **The proctored timings are required to verify the student’s identity. Without the supervised timings, the student will receive an F in the course even if all other components are complete.**

Test Out Option: You may test out of the course by going to a proctored site, as noted under Timed Writings, and taking 3 test out timings. If your scores are at 30+ wpm and have a 90% or higher accuracy rate, the assignments will be waived and you will receive an A in the course. There are up to 5 timings available so you can “practice” on 1 or 2 and still achieve the 3 you need. There is no penalty to your long-term grade if you attempt to test out and fail. You must test out prior to the test out deadline posted on the home page. Please read the test out instructions in full found in the Test Out Module in Canvas.

GRADING

Your grade will be based on the following.

Course Component	% of Grade	Course Component	% of Grade
3 min Timed Writings with 90% accuracy	30%*	29 Course Lessons	70%

A = 30 wpm D = 20 wpm
 B = 26 wpm F = <19 wpm
 C = 23 wpm

29 lessons submitted in 14 reports.
 Anything may be submitted early. Lesson grades are based on completion of all lesson components.

*15% from HTWs (homework timed writings)
 15% from STWs (supervised timed writings)

Grades Will Be Issued on a Percentage of Total Points Possible									
A	95-100	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		