



CIS 1150 Course Syllabus

CREDIT:	2 semester hours
INSTRUCTOR:	Becky A. Smith
SEMESTER/YEAR:	Academic Year 2014-15
TEXT REQUIRED:	Improving Speed & Accuracy in Keyboarding; By Ober from McGraw-Hill Textbook and Internet Access Code Required

COURSE DESCRIPTION

This course is designed for students who wish to build basic keyboarding skills to 40wpm and improve their accuracy—no more than a 10% error rate. This course would meet the needs of a student who needs to certify their keyboarding skill at 40wpm entry level. Hands-on instruction, in an online environment, is used to acquire these skills. Students will be expected to adhere to the Dixie State University Student Code of Conduct (found in the catalog or student handbook).

This is an online course which requires verification of your identity through the use of proctored assignments and/or tests. In this course, there are five supervised timed writings that meet these criteria. The student will receive an F in the course if these proctored assignments are not completed and are not compatible with coursework submitted throughout the semester.

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, university 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.



CIS 1150 Course Syllabus

PERFORMANCE OBJECTIVES

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

Demonstrate the following keyboarding skills:

- Demonstrate keyboard mastery by completing 60 lessons in 20 units that work on accuracy, technique, and speed.
- Demonstrate keyboard mastery by completing at least 5 five-minute timings at a 90% accuracy rate based on the average top 10 timings (Supp TWs & STWs) – five of which must be proctored.

In addition to the computer skills listed, 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.
- Utilize effectively materials produced to guide the student through a self-paced course.

CLASS PROCEDURES

Course Schedule: This is an online course where each student should plan to spend at least four hours (eight hours in a shortened semester such as summer or the block) per week. The course consists of 20 units of work made up of 60 lessons. This equates to 4 lessons per week (15 submissions) during a regular 15-week semester and 8 lessons per week in a shortened semester. Each unit is set up with three lessons working on a specific goal for each of the three lessons.

The first lesson of the unit will concentrate on Accuracy. There is a Mis-stroke Analysis and Prescription section that analyzes each student's mis-strokes on a pretest, prescribes remediation drills with corresponding finger practice drills, confusable key drills, business spelling and reach drills.

The second lesson of the unit works on Technique. These practice drills work on the nonprinting keys and concentration drills.

The third lesson of the unit works on speed. There are a variety of different types of drills to build speed – short sprint timings, letter combinations as well as progressive and paced practice. Each speed lesson will end in a 5-minute timed writing (not part of the timings mentioned above).



CIS 1150 Course Syllabus

Textbook Information: We will be using a McGraw-Hill text titled *Improving Speed and Accuracy in Keyboarding*. You must purchase the textbook and access code to complete the class. **Note: It is nearly twice the cost to purchase a used copy of the book through a third party seller such as Amazon Marketplace and pick up a license through ISAK than to purchase the book and access code new. Moral of the story: purchase the book new, save yourself some money!

Timed Writings: There are two types of timed writings that are completed along with your lessons. The first category is Supplementary Timed Writings (Supp). These will be found at the back of your regular textbook and should be completed as assigned in your course instructions. These timings will be graded according to the accuracy rate – 90% accuracy. To be “countable” timings, the error rate must be no more than 10%. For example, at 40wpm, a student is allowed a maximum of 4 errors. These timings will be scored as part of the “lesson” work each week starting with Unit 3, Lesson 7.

In the second timing category, the student will complete a minimum of 5 countable Supervised Timed Writings (STWs) at 90% accuracy. These timings are five-minutes and must be taken under supervision at the Smith Computer Center, DSU Testing Center, Hurricane Education Center, or other proctored testing site. The top five countable STWs will be averaged together for 30% of the student’s grade. The student must provide a picture ID when taking these timed writings. **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.**

Weekly Reports: You are responsible to let the instructor know you have completed the work by leaving a comment on the assignment submission.

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

Test Out Option: You may test out of the course by going to a proctored site as noted under Timed Writings, and take 5 test out timings. If your scores are at 40+ wpm and have a 90% or higher accuracy rate, the assignments will be waived and you will receive an A in the course. 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. It is not necessary to buy the book to test out.



CIS 1150 Course Syllabus

GRADING

Your grade will be based on the following.

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

A = 40 wpm
 B = 34 wpm
 C = 30 wpm
 D = 26 wpm
 F = <26 wpm

60 lessons submitted in 15 reports.
 Anything may be submitted early. Lesson grades are based on completion of all lesson components. The two lowest assignment scores will be dropped.

*Timed Writings are based on countable timings which must be at a 90% accuracy rate. The maximum posted scored on timed writings is 40 wpm. Keyboarding wpm scores are based on an average-per-minute score on a 5-minute timing with error rates computed at 10% of this average. The top 5 countable timed writings are used to calculate the Timed Writings portion of your grade. Grades will be issued on a percentage of total points as follows:

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		