

CREDIT:	2 semester hours
INSTRUCTOR:	Becky A. Smith, NPlaza East 142, 652-7836, bsmith@dixie.edu
SEMESTER/YEAR:	2014-15
TEXT REQUIRED:	Improving Speed & Accuracy in Keyboarding; Ober, McGraw-Hill Textbook and Internet Access Code Required

COURSE DESCRIPTION

For students who have keyboarding skills of at least 40 wpm and wish to increase speed and accuracy to a marketable 60 wpm with no more than 10% error rate through hands-on instruction in a self-paced environment. Successful completers may repeat the course for additional credit with grade determined by individual increases in speed and accuracy. Repeatable up to 8 credits subject to graduation restrictions. Prerequisite: CIS 1150. FA, SP, SU.

Students will be expected to adhere to the Dixie University Student Code of Conduct (found in the college 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 this 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 North Plaza. The Disability Resource Center (<http://dixie.edu/drcenter/>) will determine eligibility of the student requesting special services and determine the appropriate accommodations related to their disability.

PERFORMANCE OBJECTIVES

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

- Demonstrate keyboard mastery by completing 60 lessons in 20 units that work on accuracy, technique, and speed.
- Demonstrate keyboard mastery by completing at least 10 five-minute timings at a 90% accuracy rate of which the grade will be based on the average top 5 timings. – all 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 printed materials.
- Utilize effectively materials produced to guide the student through a self-paced course.

CLASS PROCEDURES

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 block) per week. The course is divided into 20 units of work consisting of 60 lessons. This equates to 4 lessons per week during a regular 15-week semester and 8 lessons per week in a shortened semester such as a block or summer. Each unit is set up with three lessons working on a specific goal for each of the three lessons.

1. **First Lesson** of the unit concentrates on **Accuracy**. There is a misstroke Analysis and Prescription section that analyzes each student's misstrokes on a pretest, prescribes remediation drills with corresponding finger practice drills, confusable key drills, business spelling and reach drills.
2. **Second Lesson** of the unit works on **Technique**. These practice drills work on the nonprinting keys and concentration drills.
3. **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.

ADDITIONAL TIMED WRITINGS: There are two types of timed writings that are completed along with your lessons. The first category is Supplementary Timed Writings (SUP). 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 rating – 90% accuracy. To be a “countable” timing, the error rate must be no more than 10%. For example, at 60 wpm, a student is allowed a maximum of 6 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 10 countable STW's (supervised timed writings at 90% accuracy) which are five-minute timed writings under supervision at the Grading Station in the Smith Computer Center or at another approved proctored location. The top five countable STW's will be averaged together for 30% of the student's grade. The student will need to provide a picture ID when taking these timed writings. Instructions are provided at Unit 11, Lesson 31 where the student will begin to do these timings in a proctored environment. The Grading Station located in the Smith Computer Center on the main campus in St. George is the local location for supervised timed writings. You may also take timings in the DSU Testing Center or in the Hurricane Education Center. If you are a student living outside Washington County, you will need to set up a proctor using the instructions found in the orientation module. Your proctor should be set up within the first week of the course.

WEEKLY REPORTS: You are responsible to turn in a weekly report (twice weekly in a short semester such as summer or block). These will be turned in by following the instructions found in the Reference Module of this course and by the due date posted on the Canvas calendar. **No late assignments will be accepted.** The weekly reports will be scored on the rubric attached to the assignments. The two lowest weekly reports will be dropped from your total grade.

TESTING OUT

A student may test out of this course by completing five different approved 5-minute supervised timed writings at a level of 60 wpm or better with no more than a 10% error rate at the approved testing sites at DSC or a proctor approved location if outside the Washington County area during the timeframe listed on the home page of the course. These timings will be taken at the Grading Station in the Smith Computer Center, at the DSU Testing Center, or at the Hurricane Education Center at the Grading Station with a picture ID or at the DSC Testing Center or approved proctor site. It is not necessary to buy the book to test out. See complete details posted on Canvas.

FINAL GRADE: The final grade will be broken down as follows:

Course Component	% of Grade	Course Component	% of Grade
5 min Timed Writings 90% accuracy*	30%	Weekly Reports Lessons and Supplementary	70%
A = 60 wpm B = 51 wpm C = 45 wpm D = 39 wpm F = less 38 wpm		60 Lessons The two lowest weekly scores will be dropped	

*Timed Writings are based on countable timings which must be at a 90% accuracy rate. Word-per-minute scores are based on a percentage of 50. The top 5 timed countable (90%) writings are used to calculate the Timed Writings portion of your grade. Grades will be issued on a percentage of total points possible as follows:

A	95+	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		