

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
FALL 2014

Course Number and Name: KEY 031 Keyboarding Speed and Accuracy Improvement III

Credit Hours: 4 Quarter Hours

Method of Delivery: Classroom

Course Description: Students practice various drills and timed tests to assist them in reaching their required skill level in keyboarding speed and accuracy.

Prerequisite: KEY 031

Text: *College Keyboarding and Document Processing* (Lessons 1-120), 11th Edition, 2008
ISBN—9780-07-7825737

Website address: <https://midstate.gdp11.com>

Authors: Scot Ober, Jack E. Johnson, Arlene Zimmerly

Publisher: McGraw Hill

Topics: Review of the keyboard. Emphasis on 5-minute timed tests. Focus on speed studies and accuracy studies.

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

1. use correct technique while keying straight-copy material.
2. proofread copy for typographical accuracy.
3. improve speed and accuracy through rhythmic keyboarding.
4. demonstrate the ability to key straight-copy material for five minutes with five or fewer errors at individualized gwpm goal.

Midstate Grading Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Chris Peck in Room 502 (in person); (309) 692-4092, extension 5023 (phone); dcpeck@midstate.edu (email).

Instructor: Van H Ackerman

If you have any problems during the week, please contact me via the Midstate eMail account. We check our Midstate eMail almost once an hour, regularly, so this is the best way to get a FAST response for help.

E-mail: vackerman@midstate.edu
4092, extension 1240 (phone)

Phone: (309) 692-

Office hours: Before or After Class session, by arrangement

Participation requirement/policies and procedures:

ATTENDANCE IS TAKEN BASED UPON SUBSTANTIVE PARTICIPATION DURING A SCHOOL WEEK---an Assignment submission.

LOGGING IN or SENDING AN EMAIL MESSAGE DOES NOT MEET THE ATTENDANCE CRITERIA SETUP BY THE FEDERAL GOVERNMENT.

The Final Examination IS MANDATORY to pass this course.
Anyone NOT completing the Final Examination will be FAILED regardless of the accumulative grade.

Policies and Procedures: Cell phones are prohibited from use in this course. If you need to accept a call, please step outside the classroom to do so. Similarly, please refrain from conversation with other classmates during class. Some students find it helpful to bring headphones and listen to music while they work. This is acceptable as long as the volume doesn't disturb others.

<**Attendance:** Midstate College is an attendance taking, term based institution. This means that attendance must be taken for the entire term on the dates and times specified by the delivery of the course. For the student to be counted as attending, he/she must adhere to the attendance regulations of that course.>

Methods of Evaluating Student Performance:

- Completion of exercises: MAP+, sustained practice, progressive practice, 12-second sprints, paced practice, technique practice, Pretest/Practice/Posttest
- 5-minute timed writings will receive a grade formulated from the timed writing grading scale
- Attendance

Instructor Grading Scale:

70%	5-Minute Timed Writings
20%	Skillbuilding Exercises
10%	Attendance and Participation

The student's reported speed from KEY 031 = Starting Point: _____

Starting Point + ____ wpm = 30 wpm (the student's individualized goal for the course: _____)

Student's Individualized Five-Minute Timed Writing Course Goals (70%)

Student's Goal (+10 from student's starting speed)				
A	B	C	D	F

Plus 10 gwpm =100%	+7 = 85%	+5 = 75%	+3 = 65%	+1 = 55%
+9 = 95%	+6 = 80%	+4 = 70%	+2 = 60%	+0 = 0%
+8 = 90%				

It is always best to strive for 5 or fewer errors in a 5-minute timed writing because this is an industry standard. However, for the student to receive a grade for the timed writings with more than 5 errors, the following calculation will be used:

Errors – 5 = Net Errors

WPM – Net Errors = Net Words per Minute with 5 errors

Example: 8 errors – 5 = 3 net errors
38 wpm – 3 net errors = 35 WPM with 5 errors

Speed Development Exercises (20%)

To achieve your individualized goal, you will need to complete the developmental exercises assigned. Although the warmup exercises are not included in the grade, it is **strongly recommended** that you complete the warmup exercises before continuing with the skillbuilding exercises for every lesson. Credit will be given for completion of the skillbuilding exercises (MAP+, sustained practice, progressive practice, 12-second sprints, paced practice, technique practice, Pretest/Practice/Posttest). The final grade for the skillbuilding exercises will be determined by percentage of completion. For example, if you completed 72 out 86 exercises, then your final grade would be 84%.

Attendance (10%)

Regular attendance is expected and counts for 10% of the final grade. It is highly recommended that you set aside at least a 1-2 hour period of time 4 times a week to manage your time in completing the weekly assignments and building speed and accuracy.

KEY 041 COURSE OUTLINE

Week	MAP+	Drills	Timed Writings
1	Read Typing Techniques and Tension Reducing Exercises (xxviii-xxix)		52-C (Initial 5 Minute Timed Writing p. 197)
2	<ul style="list-style-type: none"> • 21-B MAP+ Alphabet • 22-B Sustained Practice • 23-B MAP+ Numbers • 24-B Progressive Practice 	<ul style="list-style-type: none"> • 21-C Progressive Practice • 23-C Pre/Practice/Posttest • 24-C Technique Practice 	Supplementary TW 1
3	<ul style="list-style-type: none"> • 25-B Speed Sprints • 26-B Sustained Practice • 27-B MAP+ Alphabet • 28-B Paced Practice 	<ul style="list-style-type: none"> • 25-C Paced Practice • 27-C Progressive Practice 	Supplementary TW 2
4	<ul style="list-style-type: none"> • 29-B MAP+ Symbol • 30-B Speed Sprints • 31-B MAP+ Alphabet • 32-B Sustained Practice 	<ul style="list-style-type: none"> • 29-C P/P/P • 30-C Technique Practice • 31-C Progressive Practice 	Supplementary TW 3
5	<ul style="list-style-type: none"> • 33-B MAP+ Numbers • 34-B Progressive Practice • 35-B Speed Sprints • 36-B Sustained Practice 	<ul style="list-style-type: none"> • 33-C P/P/P • 34-C Technique Practice • 35-C Paced Practice 	Supplementary TW 4
6	<ul style="list-style-type: none"> • 37-B MAP+ Alphabet • 38-B Paced Practice • 39-B MAP+ Symbol • 40-B Speed Sprints 	<ul style="list-style-type: none"> • 37-C Progressive Practice • 39-C P/P/P • 40-C Technique Practice 	Supplementary TW 5
7	<ul style="list-style-type: none"> • 41-B MAP+ Alphabet • 42-B Sustained Practice • 43-B MAP+ Numbers • 44-B Progressive Practice 	<ul style="list-style-type: none"> • 41-C Progressive Practice • 43-C P/P/P • 44-C Technique Practice 	Supplementary TW 6
8	<ul style="list-style-type: none"> • 45-B Speed Sprints • 46-B Sustained Practice • 47-B MAP+ Alphabet • 48-B Paced Practice 	<ul style="list-style-type: none"> • 45-C Paced Practice • 47-C Progressive Practice 	Supplementary TW 7
9	<ul style="list-style-type: none"> • 49-B MAP+ Symbol • 50-B Speed Sprints • 51-B MAP+ Alphabet • 52-B Sustained Practice 	<ul style="list-style-type: none"> • 49-C P/P/P • 50-C Technique Practice • 51-C Progressive Practice 	Supplementary TW 8

Week	MAP+	Drills	Timed Writings
10	<ul style="list-style-type: none"> • 53-B MAP+ Numbers • 54-B Progressive Practice • 55-B Speed Sprints • 56-B Sustained Practice 	<ul style="list-style-type: none"> • 53-C P/P/P • 54-C Technique Practice • 55-C Paced Practice 	Supplementary TW 9
11	<ul style="list-style-type: none"> • 57-B MAP+ Alphabet • 58-B Paced Practice • 59-B MAP+ Symbol • 60-B Speed Sprints 	<ul style="list-style-type: none"> • 57-C Progressive Practice • 59-C P/P/P • 60-C Technique Practice 	Supplementary TW 10
12	Complete any missed Skillbuilding drills		STW 1-10 as needed