

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

Course Number and Name: KEY 111 Keyboarding Speed and Accuracy Improvement

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. At least one five-minute timed writing must be proctored by the instructor. Course fees may apply.

Prerequisite: Demonstrate speed and accuracy skill level of 30 gwpm or completion of Key 107 (Basic Keyboarding) with a grade of "C" or better.

Text: *College Keyboarding and Document Processing* (Lessons 1-120), 11th Edition, 2008
ISBN—9780-07-782573-7

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

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

Publisher: McGraw Hill

Topics: Emphasis on 5-minute timed tests. Focus on skill development drills

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 information:

Matilda Hall
mkhall@midstate.edu
309-692-4092, leave msg with Front Office

Office hours:

Thursdays 5-6 PM
OR By appointment

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.

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

Five-Minute Timed Writing Course Goals (70%)

Timed writings must have no more than 5 errors to receive credit.

A	B	C	D	F
35 = 100%	32 = 85%	30 = 75%	28 = 65%	26 = 55%
34 = 95%	31 = 80%	29 = 70%	27 = 60%	25 = 0%
33 = 90%				

Skillbuilding 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 111 COURSE OUTLINE

Week	Topics	Assignments
1	Registration and introduction to GDP keyboarding system and text book Syllabus and class introduction	<ul style="list-style-type: none"> • Read Typing Techniques and Tension Reducing Exercises (xxviii-xxix) • 52-C (Initial 5 Minute Timed Writing p. 197)
2	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Progressive Practice • Sustained Practice • Technique Practice Timed Writing (1-4)*	<ul style="list-style-type: none"> • 21-B MAP+ Alphabet • 21-C Progressive Practice • 22-B Sustained Practice • 23-B MAP+ Numbers • 23-C Pre/Practice/Posttest • 24-B Progressive Practice • 24-C Technique Practice • 54-D 5-Minute TW
3	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Speed Sprints • Paced Practice • Progressive Practice Timed Writings (1-4)	<ul style="list-style-type: none"> • 25-B Speed Sprints • 25-C Paced Practice • 26-B Sustained Practice • 27-B MAP+ Alphabet • 27-C Progressive Practice • 28-B Paced Practice • 56-C 5-Minute TW • 58-C 5-Minute TW
4	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Speed Sprints • Sustained Practice • Progressive Practice • Technique Practice Timed Writings (1-4)	<ul style="list-style-type: none"> • 29-B MAP+ Symbol • 29-C P/P/P • 30-B Speed Sprints • 30-C Technique Practice • 31-B MAP+ Alphabet • 31-C Progressive Practice • 32-B Sustained Practice • 60-D 5-Minute TW • 62-C 5-Minute TW
5	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Speed Sprints • Paced Practice • Progressive Practice • Technique Practice • Sustained Practice Timed Writings (1-4)	<ul style="list-style-type: none"> • 33-B MAP+ Numbers • 33-C P/P/P • 34-B Progressive Practice • 34-C Technique Practice • 35-B Speed Sprints • 35-C Paced Practice • 36-B Sustained Practice • 64-D 5-Minute TW • 66-C 5-Minute TW

Week	Topics	Assignments
6	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Speed Sprints • Paced Practice • Progressive Practice • Technique Practice Timed Writings (1-4)	<ul style="list-style-type: none"> • 37-B MAP+ Alphabet • 37-C Progressive Practice • 38-B Paced Practice • 39-B MAP+ Symbol • 39-C P/P/P • 40-B Speed Sprints • 40-C Technique Practice • 68-C 5-Minute TW • 70-D 5-Minute TW • 72-C 5 Minute TW
7	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Progressive Practice • Technique Practice • Sustained Practice Timed Writings (1-4)	<ul style="list-style-type: none"> • 41-B MAP+ Alphabet • 41-C Progressive Practice • 42-B Sustained Practice • 43-B MAP+ Numbers • 43-C P/P/P • 44-B Progressive Practice • 44-C Technique Practice • 74-D 5 Minute TW • 76-C 5 Minute TW • 78-C 5 Minute TW
8	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Speed Sprints • Paced Practice • Progressive Practice • Sustained Practice Timed Writings (1-4)	<ul style="list-style-type: none"> • 45-B Speed Sprints • 45-C Paced Practice • 46-B Sustained Practice • 47-B MAP+ Alphabet • 47-C Progressive Practice • 48-B Paced Practice • 80-D 5-Minute TW • 82-C 5-Minute TW • 84-D 5-Minute TW
9	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Speed Sprints • Technique Practice • Progressive Practice • Sustained Practice Timed Writings (1-4)	<ul style="list-style-type: none"> • 49-B MAP+ Symbol • 49-C P/P/P • 50-B Speed Sprints • 50-C Technique Practice • 51-B MAP+ Alphabet • 51-C Progressive Practice • 52-B Sustained Practice • 86-C 5-Minute TW • 88-C 5-Minute TW • 90-D 5-Minute TW

Week	Topics	Assignments
10	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Speed Sprints • Paced Practice • Progressive Practice • Sustained Practice • Technique Practice Timed Writings (1-4)	<ul style="list-style-type: none"> • 53-B MAP+ Numbers • 53-C P/P/P • 54-B Progressive Practice • 54-C Technique Practice • 55-B Speed Sprints • 55-C Paced Practice • 56-B Sustained Practice • STW #1 5-Minute TW • STW #2 5 Minute TW
11	Skillbuilding Exercises <ul style="list-style-type: none"> • MAP+ Drills • Speed Sprints • Paced Practice • Progressive Practice • Technique Practice Timed Writings (1-4)	<ul style="list-style-type: none"> • 57-B MAP+ Alphabet • 57-C Progressive Practice • 58-B Paced Practice • 59-B MAP+ Symbol • 59-C P/P/P • 60-B Speed Sprints • 60-C Technique Practice • STW #3 5 Minute TW • STW #4 5 Minute TW
12	Timed Writings (1-4)	<ul style="list-style-type: none"> • STW #5 5 Minute TW

*Numbers in parentheses in the “Topics” column refer to the course objectives listed on pp. 1-2 of this syllabus.