

# CIS 104 Keyboard Speed/Accuracy

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Instructor: Mrs. G

## COURSE MATERIALS

Kiran's Typing Tutor software program

## COURSE DESCRIPTION

*Keyboard Speed/Accuracy* is taught on a computer. This program will improve your keyboard stroking rate and accuracy.

At course entry your keyboarding speed and accuracy is measured, and diagnosis of your specific keyboarding problem areas are made. Your skill improvement goals will be established and appropriate practice lessons selected. Periodic progress check timings are administered to measure your progress.

## GRADING

1. **Completion of the 22 Basic Keyboarding Lessons** (Must complete all activities)
2. **Completion of the 150 Typing Practice Activities** (Must complete all activities)
3. **Sentence Typing Tests:** Complete three, ten sentence sequential Typing Tests (Your three best timings/scores will be used to configure this part of your grade)

Initial Speed	Grade 1.0	Grade 2.0	Grade 3.0	Grade 4.0
70+	1 wpm	2 wpm	3 wpm	4 wpm
60-69	1 wpm	2-3 wpm	4 wpm	5 wpm
50-59	2 wpm	3-4 wpm	5 wpm	6 wpm
40-49	3 wpm	4-5 wpm	6 wpm	7 wpm
30-39	4 wpm	5-6 wpm	7 wpm	8 wpm
To 29	5 wpm	6 wpm	7 wpm	8 wpm

**ACCURACY:** One error for each sentence allowed.

#### 4. Paragraph Typing Tests

Your best three Paragraph Typing Tests will be used as a basis of the straight copy speed/accuracy portion of your grade.

Students are expected to increase speed by five words a minute on three of the Paragraph Typing Tests

5 wpm increase = 4.0

2 wpm increase = 2.0

4 wpm increase = 3.5

1 wpm increase = 1.0

3 wpm increase = 3.0

**ACCURACY:** One error for each sentence allowed.

#### FINAL GRADE

Completion of the 22 Basic Keyboarding skills	10%
Completion of the 150 Typing Practice Activities	20%
Sentence Typing Tests	25%
Paragraph Typing Tests	45%

#### COURSE COMPLETION REQUIREMENTS

Students must achieve a passing grade of 2.0 or above by completing all required examinations, submitting all required exercises and projects, and meeting the standards of the school attendance policy.

#### WITHDRAWAL

You should initiate a withdrawal at the main campus Registrar's Office or at any JCC center if you cannot complete the course. You should also contact the instructor when considering a withdrawal.

#### INCOMPLETES

No incomplete grades will be given in this class except under extreme extenuating circumstances and if the student has completed at least 75% of the work and has a grade of at least 2.0 in the course. The grade of "I" is not awarded to students who did not attend, or seldom participated, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

## **AUDITS**

Students who do not wish to receive a grade from the course may opt for an “audit,” which means they will not receive a grade. They may turn in their work and take tests for evaluation. Students who sign up to “audit” and now wish to receive a grade must contact the Registrar’s Office at main campus or personnel at the extension centers by the drop/add date listed in JC Academic Calendar.

## **ATTENDANCE AND PARTICIPATION POLICIES**

Since regular attendance/participation is necessary for successful college work, work should be submitted on a weekly basis and will be counted as attendance. Student work will be evaluated on effort and accuracy. If you miss work, you may still submit the work for evaluation as long as it is submitted within one week of the due date— remember work submitted over one week late will not be accepted for credit.

Participation is important to your success in this course. Up to three times, I will review your progress and provide feedback, accessible via e-Services as follows:

H- you would benefit from additional assistance and you will be referred to Foundation Studies for academic tutoring.

Q- your consistent lack of participation may prevent your success and recommend to the registrar that you be withdrawn from the course.

V- confirms that you are participating regularly.

## **ACADEMIC HONESTY POLICY**

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others’ work as their own, either by plagiarism, by cheating, or by helping others to do so. While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Plagiarism is the failure to give credit for the use of material from outside sources. Cheating means obtaining answers/material from an outside source without authorization. Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including lowering the final grade by .5 and assigning a failing grade for the paper, project, report, exam, or the course itself.

Instructors will document instances of academic dishonesty in writing to the Dean of Faculty. In the event of a student dispute, both student(s) and faculty should follow the Conflict Resolution Policy. This policy is presented in the Student Rights and Responsibilities (student handbook) and the faculty Master Agreement.