CIS 104 Keyboard Speed/Accuracy

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TEXTBOOK

MP Skillbuilding w/software registration card, 4th Edition
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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

Your best three Progress Checks and the Exit Timings will be used as a basis of the straight copy speed/accuracy portion of your grade.

STRAIGHT COPY SPEED GAIN REQUIRED TO QUALIFY FOR:

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 per minute of typing allowed.

STATISTICAL COPY SPEED/ACCURACY

Students are expected to increase speed by five words a minute on one of the ENTRY timings (Timing A, B, or C on numerical review

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	

FINAL GRADE

Completion of all course work	30%
Straight copy speed/accuracy	60%
Statistical copy speed/accuracy	10%

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.

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.

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.

MISCELLANEOUS

On the Jackson College JetNet website there is a link to "JetNet (Moodle) Tutorials for Students" under Jackson College Online Use this tutorial to become familiar with how to use JetNet to correspond with me, file your assignments and check your grades.

All assignments must be submitted as either a .doc or .xls. Documents submitted in other formats oftentimes cannot be opened and you will be required to resubmit in one of the formats listed above. This resubmission must be done prior to the assignment's due date in order for it to be graded. Submit all assignments as indicated within each of the Weekly Assignments documents.

Notes: