

DAKOTA COLLEGE AT BOTTINEAU
Course Outline

Name of instructor: Sandra Larson

Course Title and Number: BOTE 152—Keyboarding II

Credits: 3

Prerequisite: Ability to Key at Least 35 WPM

Course Description: BOTE 152- Keyboarding emphasizes the development of speed and accuracy in keyboarding straight copy and production activities. Emphasis placed on formatting and keying various business documents including memos, letters, reports and tables from straight copy, rough drafts and unarranged material.

Required Text: SKILLBUILDING MASTERY On the Computer, shrink-wrapped with CD. Author: Barbara Ellsworth Plus the **Nuts 'n Bolts textbook** needs to be downloaded for free from the authors website for weekly assignments and quizzes!

***Course Objectives:**

- To demonstrate the ability to efficiently use the keyboard.
 - To demonstrate the ability to compose material at the keyboard
 - To exhibit proper work habits and posture.
 - To create and manage information using computer technology.
 - To format various types of business documents correctly and accurately.
 - To demonstrate the ability to use the software's formatting features to enhance business documents.
 - To recognize proofreader marks and make appropriate document corrections
- MSU-B General Ed goals 1, 2, 3, 9, and 10 apply throughout these objectives..

Course Content: •SKILLBUILDING MASTERY On the computer is an advanced keyboarding course designed to increase typing speed and accuracy to employable levels of 50+ wpm. It is a self-paced course and students are encouraged to meet the speed and accuracy goals in each exercise before continuing on to the next one. Students will have 15-second, 30-second, and 1-5 minute timings. There are 517 timed exercises that are automatically scored and those that meet the accuracy rate are recorded to the Progress Report. There are five proofreading exercises to teach proofreading skills. The Current Grade Report option average completed lessons and is available at any time throughout the course to help students evaluate their progress toward their goal wpm. The Final Grade Report contains the final grade to be recorded for the Timed Writings and Daily Assignments.

***Ten General Education Goals**

- 1) To develop the ability to communicate
- 2) To develop thinking skills
- 3) To develop knowledge and application of technology
- 4) To develop skills in mathematical computation

- 5) To develop an aesthetic appreciation for the world in which we live
- 6) To promote the management and use of physical activity
- 7) To develop a knowledge and application of science
- 8) To understand and appreciate cultural diversity
- 9) To develop lifelong learning skills
- 10) To foster interpersonal development

**Dakota College at Bottineau
BOTE 152—Keyboarding II
Course Syllabus**

Instructor: Mrs. Sandra Larson
Office: No Office on Campus
Phone: cell: 721-2940
E-mail: sandi.larson@minotstateu.edu
Prerequisites: Ability to key at least 35 NWAM, you should type 32 - 35+ wpm by touch—without looking at your fingers or the keys.

COURSE DESCRIPTION: Development of speed and accuracy in keyboarding straight copy and production activities. Emphasis placed on formatting and keying various business documents including memos, letters, reports and tables from straight copy, rough drafts and unarranged material.

TEXTBOOK AND SUPPLIES: *SKILLBUILDING MASTERY- On the Computer*, shrink-wrapped with CD. Author: Barbara Ellsworth. Behind the CD in your textbook, there is a serial code. It will be asked for when you open your data file. This is a **one-time use only** serial code, so there is no textbook buy-back honored by the bookstore. You will also download for free the **Nuts ‘n Bolts textbook** for weekly assignments and quizzes.

Course Objectives:

- To demonstrate the ability to efficiently use the keyboard.
- To exhibit proper work habits and posture.
- To create and manage information using computer technology.
- To format various types of business documents correctly and accurately.
- To demonstrate the ability to use the software’s formatting features to enhance business documents.
- To recognize proofreader marks and make appropriate document corrections.

Projects:

- Projects: There are 517 timed exercises that are automatically scored and those that meet the accuracy rate are recorded to the Progress Report.

COURSE POLICIES:

- **Assignments:** Your instructor will be able to view your Progress and Grade Reports from the Internet.
- **At the end of your course,** when you have completed all the lessons, check your Final Grade Report. If you are not satisfied with the grade, you may redo any exercises to improve your grade. A higher score on a timing will replace the lower score on your Progress Report, which will most likely improve the grade on your grade report.
- **Academic Dishonesty:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the student handbook online at <http://www.dakotacollege.edu>

COURSE COMPETENCIES

- ***SKILLBUILDING MASTERY- on the Computer*** is an advanced keyboarding course designed to increase typing speed and accuracy to employable levels of 50+ wpm. It is a self-paced course and students are encouraged to meet the speed and accuracy goals in each exercise before continuing on to the next one. Students will have 15-second, 30-second, and 1-5 minute timings. There are 517 timed exercises that are automatically scored and those that meet the accuracy rate are recorded to the Progress Report. There are five proofreading exercises to teach proofreading skills. The Current Grade Report option averages completed lessons and are available at any time throughout the course to help students evaluate their progress toward their goal wpm. The Final Grade Report contains the final grade to be recorded for the Timed Writings and Daily Assignments.
- If you are already typing 35+ wpm (or 45 or 55 wpm, etc) and want to increase your speed significantly, go to the Main Menu, Open Screen, Course Entry Timing. The Course Entry Timing is found in the textbook (check Table of Contents); it will determine your present speed/accuracy. Add 10-15 words to the score and use that as your new goal for every exercise.

GRADING INFORMATION: The grade is generated from the Grade Report on the student's program. The course standards are:

- Timed Writings using the textbook and the online website are worth 30% of your grade.

Speed Grade (NWAM)* A= 60+ wpm B= 53-59 C= 45-52 D=37-44
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- The Nuts 'n Bolts free downloaded textbook has weekly assignments and quizzes worth 70% of your grade.

FINALGRADES:

90-100= A 80-89=B 70-79=C 65-69=D below 65=F

COURSE INSIGHTS: Watch the Author's Demo, or the demo on your CD for your course before you start. The Author has put a special demo on the internet to explain your course. Go to www.keyboardingonline.com, under the word Login click on Author's Demo, Under Students click on the keyboarding demo.

OR

Put the CD into your computer; wait ... it should load automatically. Click on the tab for your course and watch the PowerPoint demo--Just sit back and relax and have the whole course explained and demonstrated for you. It is about 30 minutes. It will save you a lot of time later because it will answer questions about the course. If you don't have PowerPoint installed on your computer, there is a PowerPoint Viewer on the CD that you can install on your computer and view the presentation through that.

You can go back and practice earlier assignments as often as you wish. However, it is advised to meet your speed and accuracy goal for **each exercise** before going on to the next one.

Note on Lessons 27-34. These lessons may be omitted.

COMMENTS ON COURSE/ASSIGNMENT OUTLINE

KEEP A GRADE REPORT ON HAND FOR AN EMPLOYER: It would be a good idea to keep an extra copy of your Final Progress and Grade Report to show an employer when you apply for a job.

BEGINNING YOUR COURSE—GETTING ONLINE:

- **BE SURE TO WATCH THE AUTHOR'S DEMO OR THE TUTORIAL DEMO ON THE CD FIRST**
- Launch the Internet using Internet Explorer or Netscape 6.0+.
- In the Address type: www.keyboardingonline.com
- Click on the word "Login"
- Enter the Login and Password given by your instructor (enter same Login/Password on both lines). Then click the Sign In button.
- Click on the link for your course
 - WAIT.** If your course does not come up, you need to load a later version of Java. It is free. In the Address: of your browser, type: java.sun.com/getjava/index.html Click the red **DOWNLOAD NOW** link and follow the prompts.
- *(If you had to go out to get a later version of Java, you need to close your browser and return to your desktop. Begin over.)*
- Click "Yes" to the Warning-Security box.

- Click Open
- Select your class, select your name (data file), and click the Open button
- Enter your registration number under your CD.
- Enter your ID/Password given by your instructor and click OK.
- You are now into your course.

ENTER CONTACT INFORMATION:

- Click “User Info” on the main menu. **Enter your Contact Information—e-mail and phone number.**

CHECK COURSE STANDARDS IN THE SETUP: The course standards have already been entered for you in the Setup. Click the Setup tabs to see your course standards.

THE INTRODUCTION:

- Read and follow the prompts. Take the timing several times until you can really build up your speed. Keep keying in numbers until the timer stops you. (When you complete it once during the timing, press the Enter key and begin again on the same line. Keep going!)

THE LESSONS MENU:

- Double click “**LESSONS MENU**” to reveal all the lessons. Select Lesson 1.
- Open your textbook to Lesson 1 and begin keying in Line 1. The timer begins when the first key is depressed. If you “mess up” and want to begin the exercise over, just click on the TIMER button at the bottom of your screen. Your best three speeds will record. You may take a timing more times than that, but your best three speeds of all your practice timings will show on the screen. Get at least one timing recorded before continuing below.

Check the Options tab in the Setup to see if backspacing has been turned off. If it is available, you may use the Backspace Key to correct errors but it can slow your speed down a lot. If you press the backspace key twice in a one minute timing, you are losing one word per minute because of the fact that you have already hit the wrong key and you are removing it by hitting another key that doesn't count and then you type the correct one and then you do it again by hitting the delete on another error. Every five characters (letters or backspace, spacebar, numbers, symbols etc.) is one word per minute. If error correction is allowed, learn to use the Backspace key properly so you don't lose time—keep your finger on the “J” key and swing your wrist up and depress the backspace key with the little pinky finger.

- Double click “**PROGRESS REPORTS**”.
- At the sub-menu, select Simple report. You should see your scores displayed. If there aren't any scores there, your timings had errors in them and you must practice them again.
- To get a printed Progress Report for your own records, click the printer icon.

GRADE REPORTS: (WEEKLY, QUARTERLY, MID-TERM OR FINAL)

- Double click “**GRADE REPORT**”.
- Click **CURRENT GRADE**—This screen will show you what the current grade is of all **completed** lessons—a good way to check your grade periodically. Compare your average wpm with the grading scale.
- Click **FINAL GRADE**—After all lessons required in the SETUP have been completed, a final grade will appear. If a student is not happy with this grade, he/she can refer back to the Progress Report and practice those exercises that need better scores. Better scores on the Progress Report raises the score/grade on the Grade Report.

TO QUIT AND EXIT THE PROGRAM

Click the “Save and Close File” button on your toolbar. Scores are saved automatically. After clicking the “Save and Close File”, you can exit “x” out of the program and Internet entirely.

When you are finished with the course:

- ***Your instructor will view your Progress and Grade Report from the Internet. You do not need to turn anything in.***
- ***Your final grade will be posted on PeopleSoft.***
- ***You have the software on the CD to practice after this class to maintain your skills. Your class will be deleted from the Internet soon after completion.***
- ***THERE IS NO BUY BACK FOR YOUR TEXTBOOK OR CD. The serial code has already been used.***

TO USE YOUR SOFTWARE CD (In the future after the Internet class has been deleted):

(The software is on the CD of the textbook package purchased at a college bookstore.)

- Insert the CD into your computer
WAIT—It should load automatically. If not, select the CD drive and click “Mastery.exe”
- View the Software Tutorial if you need to brush up on how the course operates.
- Click on Install Software, and follow the prompts.

- ✓ To save the program on a floppy instead of this computer (such as if you were in a computer lab and not at home), direct it to install on the A drive where you would have a new floppy disk. Do all your practice either on one computer or on the floppy—all scores should be kept in one area for the Progress Report.
- ✓ At the “Confirm File Deletion” if you already have a current version of Java, no need to uninstall it.
- Exit your CD
- Double click your course icon that was automatically placed on your desktop
- For the Setup standards, you may use the default examples unless your teacher specifies otherwise.