

Keyboarding 106-130

Independent Study Material

**PLEASE READ THE ENTIRE PACKET
BEFORE BEGINNING THE CLASS!**





Complete and return by January 20, 2010

**CONFIRMATION
OF
INDEPENDENT STUDY REGISTRATION**

Independent Study Course # and Name: 10-106-130 Keyboarding

Five Digit Class Number: _____

Student ID Number: _____

Name: _____

Address: _____

Telephone #: _____

Return to: Jullie Purkapile
MSTC
933 Michigan Ave.
Stevens Point, WI 54481



Welcome to Keyboarding 106-130. You have chosen to take this class in the independent study format. Estimate the timeline for completion to be nine weeks from the date you signed up.

This class is designed for persons who have NOT had keyboarding or typing – it is a beginning class. It will also help those students who had keyboarding or typing but look at their keys or do not key/type very fast.

The following instructions should help you get started. If you'd rather have me show you how to use the software, please email me to set up an appointment. You will need the *Gregg College Keyboarding Kit Lessons 1-20*. This package comes with a textbook and CD containing the program for Gregg College Keyboarding that can be installed on your home computer. If you do not have a home computer, you can use the program installed at Mid-State Technical College Stevens Point campus in rooms 101, 102, or 104. You will need to use your own 3 ½" floppy disk or a USB flash drive.

Getting Started:

1. The first time you go into the software, you will be asked to create a student disk. Follow the on-screen instructions to create your disk. Go through the initial tutorial demonstrating the software. Once finished with the tutorial, you'll go to the first screen of Lesson 1.
2. The keyboarding software will tell you exactly what page you should be on and what lines you should be working on.
3. You will notice a drop-down arrow next to the lesson number. As you select a lesson, a listing of each section of the lesson will display on the lower part of your screen. Start with Section A. Follow the instructions to advance through the screens. You can advance either by clicking on the arrow or by using the F6 key.
4. If you're ready to start Lesson 1, highlight Section A; press enter. After a couple introductory screens, you will be ready to learn the "home row". It will tell you that you should be on page 3, section 1-A. You will be required to repeat the exercise; every line must be typed twice.

When you're learning a new key, the drill lines will also be displayed on screen. If you are reinforcing a character, you will have a blank page on which to work. During these practice sessions, you'll be allowed to correct errors. When just learning a key, however; the machine will prompt you to type the correct key before it will allow you to continue. It's very precise!

Once you have practiced the home row, the software will automatically move into section 1-B. The software continues throughout the lesson.



NOTE: Be sure to keep your eyes on the screen to see exactly what lines you should be keying. For example, in Section 1-H, it tells you to type lines 9-15. You should type each of those lines twice. When you are finished practicing this section, press F6 as prompted on the screen. It will take you to Section 1-I. If you forget to press F6 and continue typing lines 16-17, you will have to repeat those lines when you eventually do get to Section 1-I.

Every lesson includes some timings. The computer will record you for the required time. It will stop after the appropriate times. It will then ask you if you want to review your copy. It is a good idea to select “yes” to view the errors you’re making. If you are making the same errors, you might want to go back to the section where you learned those keys and review them. If you’d like to take more than the required two timings, feel free to return to this section of the lesson as many times as you wish.

5. You will need to work through lessons 1-20, completing the sections specified in the grid below. When you finish a lesson in which all sections are completed, an asterisk (*) will appear next to the lesson number.

SCHEDULE FOR INDEPENDENT KEYBOARDING

A report of your portfolio should be emailed or mailed to me every two weeks.

Week 1	Lessons 1-3
Week 2	Lessons 4-5 Portfolio Due
Week 3	Lessons 6-9
Week 4	Lessons 10-13 Portfolio Due
Week 5	Lessons 14-17
Week 6	Lessons 18-20 Portfolio Due
Weeks 7-8	Practice 1, 2- and 3-minute timings (see #6 below)
Week 9	DUE - Final Portfolio and Scheduled Timed Testing’s

6. When you’ve finished Lessons 1-20, you are ready to take some timings. Use Supplementary Timing in back of the textbook to take 3-minute timings for testing. (To access the Supplementary Timings, click on Timed Writings, Subject: Supplementary Timings, select the supplementary timing you wish to type and choose 3 minutes. Make sure the timing number correlates with the text number.) **You can try the timings as many times as you wish.**
7. To complete the competency for this course, you must complete three additional timed tests per the syllabus. Call or email me so that we can arrange a convenient time for your final timed testing. These timings will have to be taken at Mid-State Technical College at the Stevens Point campus prior to your end date and are the only competency for the course.
 - **Per the syllabus, you are required to take a three-minute timing with three or fewer errors. You must do this on three separate supplementary timings to receive an “A” grade.** If you do not meet the competency, you will not pass the course.

INDEPENDENT KEYBOARDING SYLLABUS

Instructor: Jullie Purkapile
E-mail: Jullie.Purkapile@mstc.edu
Webpage: <http://instructor.mstc.edu/instructor/jpurkapi/>
Telephone: (715) 342-3118

Textbook: *Gregg College Keyboarding For Windows, 10th Edition* – Home Version
Ober, Hanson, Johnson, Rice, Poland, Rossetti

Competency: 30 w.p.m./3³/3 or fewer errors

You must achieve this competency three times at one speed with three or fewer errors to receive the grade indicated below. Each timing should be on a different Supplemental Timing.

30 wpm	A
29 wpm	B
28 wpm	C
27 wpm	D
26 wpm	F

As soon as you have registered for the course, I will send you a letter indicating that I have your name on my roster. The letter will also indicate your required completion date.

Assignments:

Students in this course need to work through Lessons 1-20. You have nine weeks from your registration date to complete the course. This includes the final timed tests. A portfolio recording completion of the lessons is automatically recorded on your disk. **Please send me a report of your Portfolio every other week or every five lessons by email or mail.** (To email, when you are in the Portfolio, press the key “Export to HTML,” save in my documents, and then send me the portfolio as an attachment in email.) I will respond to your email indicating that I have received your Portfolio.

Special Needs:

Students who have special needs should contact the instructor during the first week of class to make any necessary arrangements for understanding the class material, participating in the class, completing the assignments, and taking the tests. Necessary and reasonable accommodations will be made to allow all students the opportunity to meet the competency. Please do not hesitate to let me know what accommodations you may need.