Instructor: Darrel Dorsett  
Faculty Web Page: www.smccd.edu/accounts/dorsett  
Office Hours: See Door Card link on Faculty Web page  
Email: dorsett@smccd.edu

TEXT: The textbook for this class can be rented for the semester from the Bookstore for approximately 25% of the cost to buy. When you go to the Bookstore, you will have you fill out a contract that explains when and how to rent and return the book. **Do not write in or deface the book in anyway or you will be charged for it when you return it.**

SUPPLIES: Provide USB Drive stick (2-8 gb--$6-15). If you lose your stick, ask the Instructor or Aide to check the Lost and Found box. If lost, you will need to purchase or supply another one.)

ASSIGNMENTS: 1. Keep folder of class handouts. (Syllabus with Lessons Sign-off Form, etc.)  
2. Complete assigned keyboarding lessons per Lessons Sign-off Form.  
3. Print Summary Reports per instructions on Lessons Sign-off Form and submit to Instructor.

LEARNING OUTCOMES: 1. demonstrate knowledge of alphabetic keyboard and numeric keypad.  
2. demonstrate improvement in both speed and accuracy.  
3. meet entry-level industry standards for keyboarding speed and accuracy.  
4. correctly use word processing feature to type test.  
5. demonstrate printing keyboarding and word processing exercises.

ATTENDANCE: 1. Any missed class may be made up during open lab.  
2. Have the Lab Aide sign off on your Attendance Makeup hours on the back of this handout and show to instructor to alleviate the absence.

GRADING: (See back of Lessons Sign-off Form)

“PASS/NO PASS GRADING OPTION” : Most CSM courses are grade on the basis of the standard letter grades (A,B,C,D,F). Some courses are graded on a Pass or No Pass basis, and are so designated in the schedule of classes. Still other courses offer the student the choice between letter and Pass/No Pass basis; students electing the Pass/No Pass option in such courses must submit the appropriate form to the Office of Admissions and Records within the first 30% of the duration of the courses. Changes are not permitted thereafter.

Students should be aware that many colleges and universities, including CSM, place specific restrictions on the number, if any, of units graded on a Pass/No Pass basis that are acceptable toward degrees and certificates. Because the decision to request Pass/No Pass grading is irrevocable after 30% of the duration of the courses, students should be cautious in making such a request.

COMPUTER LAB POLICIES: (See Microcomputer Lab Policies handout.)

CLASS LAB POLICY: Fragrance Free

1/21/2014
## ATTENDANCE MAKEUPS

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>SIGNATURE</th>
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<td>1/21/2014</td>
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WHAT DO YOU DO ON THE FIRST DAY ONLY?

CHANGE DESKTOP FOR PRINTER ACCESS (Need to do every day)
1. Change desktop to Printer Access Desktop following the instructions on the Lesson Sign-Off Form. (You will do this procedure every day before logging in to keyboarding program.)

NAME USB DRIVE STICK (First Day Only Instructions)
1. Bring USB Drive stick to class or, if available, purchase a USB Drive Stick from the Instructional Aide
2. After Orientation with Instructor, push the USB Stick (with the solid phlange toward you) into either the top or bottom drive on the left side of the monitor (not the CPU) and, when the AutoPlay box opens up, note what drive your stick is in.
3. Dbl Click the Computer icon on the Desktop.
4. Find the drive that has your USB Drive stick in it (probably j: or k: or the last one listed), Right Click on it and Select Rename.
5. Type your Lastname (limit 11 characters) and tap Enter
6. Click the Red X in the upper right corner to exit the screen.

LOG ON TO THE KEYBOARDING PRO PROGRAM (First Day Only Instructions)
1. Click on the Windows Wheel in the lower left corner of the task bar.
2. Click on All Programs, Southwest Keyboarding, and then KBPD 2 Workstation.
3. At the Student Location window, click No.
4. At the Log In window, click the yellow file icon and slide the bar down to the bottom to where the drive for your USB Drive stick shows.
5. Highlight the drive and click select
6. At the Log In window, click on the New User button to get to the New Student window.
7. Using all lower case, type in your First Name and tap the Tab key to reach the Last Name box.
8. Using all lower case, type in your Last Name and tap the Tab key to reach the Username box.
9. Using all lower case, type in your Last Name followed by your First Initial.
10. Tap the tab key twice to reach the Password box and (using all lower case) type bus315
11. Tap the tab key to reach the Security Question box.
12. Slide the arrow until you see What town were you born in?
13. Click on it and tap the Tab key.
14. Using all lower case, type in san mateo and tap the Tab key.
15. Type in your email address and click OK. (If you don’t have an email address, use your last name followed by @cs.com or call the Instructor or Aide. i.e. brannock@csm.com)
16. Click OK and at the Information screen, click OK again
17. When the window appears for Skills Analysis, click Yes and follow the instructions for typing and completing the analysis.
18. When you have completed the skills analysis, click OK and then Back to return to the main window.

START WORKING IN LESSONS
1. Click on the Lessons tab.
2. Either type the lesson number you want or click Go or point to the lesson you want and click on it.
3. As you complete the exercise, you will be asked if you want to continue or repeat. Make a choice. If you continue, a checkmark will appear beside the completed lesson.
4. Complete all sections, including the timings. (Do not do more than 3 timings per lesson.)
5. Do not print each lesson. Check your Lesson Check-off Handout for printing instructions.

STOP WORKING IN LESSONS
1. When the class is over or you wish to stop, click the red X in the upper right corner of the windows or File in the upper left corner of the window and click Exit.
2. When the Caution Prompt comes up asking if you want to exit, click Yes.
3. When the Export Your Data File comes up asking if your want to export, click No.

ALERT! Once out of the program, click the “up” arrow on the very bottom right of the screen to bring up the row of icons. Point at them until you find the one the reads “Safety Remove Hardware.” Click “Eject...”. Click “Safe to Remove Hardware” and remove your USB Drive. Failure to do so may damage what you saved.
WHAT DO YOU DO ON FOLLOWING DAYS?

CHANGE DESKTOP FOR PRINTER ACCESS (Need to do every day)
1. Change desktop to Printer Access Desktop following the instructions on the Lesson Sign-Off Form. (You will do this procedure every day before logging in to keyboarding program.)

START WORKING IN LESSONS
1. Insert the USB Drive Stick into the correct slot on the side of your monitor—solid bar toward you. (Check with Aide or Instructor.)
2. Click on the Windows Wheel in the lower left corner of the task bar.
3. Click on All Programs, Southwest Keyboarding, and then KBPD 2 Workstation.
4. At the Student Location window, click No.
5. At the Log In window, click the yellow file icon and slide the bar down to the bottom to where the drive for your USB Drive stick shows.
6. Highlight the drive and click select
7. Click on your name and then click on OK.
8. When the Password prompt comes up, type in bus315 and click OK
9. When the Import Your Date File screen comes up, click No
10. When the Assign Class screen up click OK

INSTRUCTIONS FOR INCREASING SCREEN SIZE IF THE SCREEN IS SMALL
1. Minimize the keyboarding program.
2. Right click on Desktop portion of screen; click Screen Resolution
3. Click down arrow next to Resolution and select 1024 x 768
4. Click Apply & OK
5. Click Keep Changes
6. Click Einstein icon at bottom of screen to reopen Keyboarding program

STOP WORKING IN LESSONS
1. When the class is over or you wish to stop, click the red X in the upper right corner of the windows or File in the upper left corner of the window and click Exit.
2. When the Caution Prompt comes up asking if you want to exit, click Yes
4. When the Export Your Data File comes up asking if you want to export, click No.

ALERT! Once out of the program, click the “up” arrow on the very bottom right of the screen to bring up the row of icons. Point at them until you find the one the reads “Safely Remove Hardware.” Click “Eject….” Click “Safe to Remove Hardware” and remove your USB Drive. Failure to do so may damage what you saved.
NAME _______________________

KEYBOARDING I – MWF/TR LESSON SIGN-OFF FORM

<table>
<thead>
<tr>
<th>CHANGE DESKTOP FOR PRINTER ACCESS</th>
<th>TO PRINT SUMMARY REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Click:</strong> Start Button (Windows Wheel)/</td>
<td>1. <strong>Click:</strong> REPORTS at top left of screen</td>
</tr>
<tr>
<td>2. <strong>Click:</strong> Right arrow-end of Shut Down line</td>
<td>2. <strong>Select:</strong> Summary Report 1-25</td>
</tr>
<tr>
<td>3. <strong>Click:</strong> Log Off and <strong>WAIT</strong></td>
<td>3. <strong>Click:</strong> Print</td>
</tr>
<tr>
<td>4. <strong>Tap:</strong> CTRL + ALT +DEL</td>
<td>4. Make sure the printer is for your room and <strong>click</strong> OK</td>
</tr>
<tr>
<td>5. <strong>Click:</strong> Switch User, then <strong>Click:</strong> Other User</td>
<td>5. Bring Sign-Off Form and printout to Instructor</td>
</tr>
<tr>
<td>6. <strong>Username:</strong> becastudent</td>
<td></td>
</tr>
<tr>
<td>7. <strong>Password:</strong> (get from instructor)</td>
<td></td>
</tr>
<tr>
<td>8. <strong>Tap:</strong> Enter Key (Don’t click Switch User)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MODULE TAB</th>
<th>LESSON</th>
<th>INSTRUCTOR CHECK OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
<td>Lessons</td>
<td>Non-Keypro Orientation (my.smccd.edu email usage) (Degree Works) Keypro Orientation Lsn 1, 1R, 2 Printing Orientation</td>
<td>Have Instructor check the following: USB Drive Name Correct Log In/Out Keypro Correctly Eject USB Drive Summary Report on screen after Lsn 2</td>
</tr>
</tbody>
</table>

**ALERT!** Once out of the program, **click** the “up” arrow on the very bottom right of the screen to bring up the row of icons. **Point** at them until you find the one that reads “Safely Remove Hardware.” **Click** “Eject…”. **Click** “Safe to Remove Hardware” and remove your USB Drive. Failure to do so may damage what you saved.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MODULE TAB</th>
<th>LESSON</th>
<th>INSTRUCTOR CHECK OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20</td>
<td>MLK Holiday</td>
<td>Print a <strong>Summary Report 1-25</strong> and take to instructor after Lesson 7 <strong>Build Skill Fastest wpm</strong></td>
<td></td>
</tr>
<tr>
<td>2:</td>
<td>1/21-24</td>
<td>Lessons</td>
<td>Print a <strong>Skill Building Report</strong> and take to instructor after Drill 7</td>
</tr>
<tr>
<td>3:</td>
<td>1/27-31</td>
<td>Lessons</td>
<td>Print a <strong>Summary Report 1-25</strong> and take to instructor after Lsn 13 <strong>Build Skill Fastest wpm</strong></td>
</tr>
<tr>
<td>4:</td>
<td>2/3-7</td>
<td>Lessons</td>
<td>Print a <strong>Summary Report 1-25</strong> and take to instructor after Lsn 19 <strong>Build Skill Fastest wpm</strong></td>
</tr>
<tr>
<td>5:</td>
<td>2/10-13</td>
<td>Lessons</td>
<td>Print a <strong>Summary Report 1-25</strong> and take to instructor after Lsn 13 <strong>Build Skill Fastest wpm</strong></td>
</tr>
<tr>
<td>2/14 &amp; 17</td>
<td>President’ Holiday</td>
<td></td>
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<tr>
<td>6:</td>
<td>2/18-21</td>
<td>Skill Building</td>
<td>Print a <strong>Skill Building Report</strong> and take to instructor after Drill 7</td>
</tr>
<tr>
<td>7:</td>
<td>2/24-28</td>
<td>Lessons</td>
<td>Print a <strong>Summary Report 1-25</strong> and take to instructor after Lsn 19 <strong>Build Skill Fastest wpm</strong></td>
</tr>
<tr>
<td>8:</td>
<td>3/3,4,6,7</td>
<td>Lessons</td>
<td>Print a <strong>Summary Report 1-25</strong> and take to instructor after Lsn 19 <strong>Build Skill Fastest wpm</strong></td>
</tr>
<tr>
<td>9:</td>
<td>3/10-14</td>
<td>Lessons</td>
<td>Print a <strong>Summary Report 1-25</strong> and take to instructor after Lsn 25 <strong>Build Skill Fastest wpm</strong></td>
</tr>
<tr>
<td>10:</td>
<td>3/17-21</td>
<td>Lessons</td>
<td>Print a <strong>Summary Report 1-25</strong> and take to instructor after Lsn 25 <strong>Build Skill Fastest wpm</strong></td>
</tr>
<tr>
<td>11:</td>
<td>3/24-28</td>
<td>Skill Building</td>
<td>Print a <strong>Skill Building Report</strong> and take to instructor after Drill 10</td>
</tr>
<tr>
<td>3/31-4/4</td>
<td>Spring Break</td>
<td></td>
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</tr>
<tr>
<td>12:</td>
<td>4/7-11</td>
<td>Skill Building</td>
<td>Have Instructor check <strong>Skill Building Report</strong> after Lsn A</td>
</tr>
<tr>
<td>13:</td>
<td>4/14-18</td>
<td>Skill Building</td>
<td>Print a <strong>Skill Builder Report</strong> after Lsn H</td>
</tr>
<tr>
<td>14:</td>
<td>4/21-25</td>
<td>Skill Building</td>
<td>Print a <strong>Skill Builder Report</strong> after Lsn L</td>
</tr>
<tr>
<td>15:</td>
<td>4/28-5/2</td>
<td>Skill Building</td>
<td>Print a <strong>Skill Builder Report</strong> after Lsn P</td>
</tr>
<tr>
<td>16:</td>
<td>5/5-9</td>
<td>Skill Building</td>
<td>Print a <strong>Skill Builder Report</strong> after Lsn T</td>
</tr>
<tr>
<td>17:</td>
<td>5/12-16</td>
<td>Skill Building</td>
<td>Print a <strong>Numeric Keypad Report</strong> after Drill 4</td>
</tr>
<tr>
<td>5/17-23</td>
<td>Finals Week</td>
<td>No Finals</td>
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1/21/2014
### KEYBOARDING I – MWF/TR--FINAL GRADING SCALE

#### 30 % - Completion of Lessons 1-25
- Lesson 25  
  A(4)  x  30%  =  1.2
- Lessons 20-24  
  B(3)  x  30%  =  .9
- Lessons 14-19  
  C(2)  x  30%  =  .6
- Lessons 1-13  
  D(1)  x  30%  =  .3

#### 30 % - Completion of Accuracy Lessons A-T
- Lesson Q-T  
  A(4)  x  30%  =  1.2
- Lessons M-P  
  B(3)  x  30%  =  .9
- Lessons J-L  
  C(2)  x  30%  =  .6
- Lessons E-H  
  D(1)  x  30%  =  .3

#### 10 % - Completion Technique Builder Drills & Quick Review
- Quick Review  
  A(4)  x  10%  =  .4
- Drills 8-10  
  B(3)  x  10%  =  .3
- Drills 4-7  
  C(2)  x  10%  =  .2
- Drills 1-3  
  D(1)  x  10%  =  .1

#### 10% - Numeric Keypad Drills
- Drill 4  
  A(4)  x  10%  =  .4
- Drill 3  
  B(3)  x  10%  =  .3
- Drill 2  
  C(2)  x  10%  =  .2
- Drill 1  
  D(1)  x  10%  =  .1

#### 20% - Overall Speed
- 30+ wpm  
  A(4)  x  20%  =  .8
- 25-29 wpm  
  B(3)  x  20%  =  .6
- 20-24 wpm  
  C(2)  x  20%  =  .4
- 15-19 wpm  
  D(1)  x  20%  =  .2

#### Final Grading Scale
- 3.7-4.0 = A
- 3.3-3.6 = B
- 2.9-3.2 = C
- 2.5-2.8 = D

Total Points___________  
Date Completed________  
Final Grade ____________