TEXT: None

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 and start over with the assignments.**

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

LEARNING OUTCOMES: Upon successful completion of this course, a student will meet the following outcomes:
1. demonstrate improvement in both keyboarding speed and accuracy through diagnostic tests
2. meet industry standards for keyboarding speed and accuracy.

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 graded 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 grading; 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
<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>SIGNATURE</th>
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WHAT DO YOU DO ON THE FIRST DAY ONLY?

CHANGE DESKTOP FOR STUDENT PRINTER ACCESS (Need to do every day)
1. Click Start Button (Windows Wheel) and click right arrow next to Shut Down (do not click Shut Down)
2. Click Log Off and wait; at screen that shows Press CTRL + ALT + DEL, hold down the CTRL key with one finger on the left hand, hold down the ALT key with another finger on the left hand and then tap the DEL key
3. At the screen that then appears, Click Switch User; then on next screen that appears Click Other User
4. On next screen, in Username box, type bcastudent and in the Password box, type _______ (get from instructor)
5. Tap Enter or Click right arrow (Do not click Switch User)

NAME USB DRIVE STICK
1. Bring USB Drive stick to class. 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.
2. Dbl Click the Computer icon on the Desktop.
3. Find the drive that has your USB stick in it (probably J: or K: or the last one listed), Right Click on it and Select Rename.
4. Type your Lastname (limit 11 characters) and tap Enter.
5. Click the X in the upper right corner to exit the screen.

START THE SKILLBUILDING PROGRAM
1. Click Start (Windows Wheel) on the taskbar.
2. Click on All Programs.
3. Drag the slidebar to South-Western Keyboarding.
4. Drag the slidebar to Keychamps 2.0.
5. Click the left mouse button.

FIRST TIME LOGGING INTO KEYCHAMPS PROGRAM
1. Skip the Username Box and click on the Create New Student User.
2. At the User Login screen, type your Last Name (up to 8 letters) in the Username box
3. Type your First Name and tab to the Last Name box.
4. Type your Last Name and tab to the Password box.
5. In the Password Box, type bus317
6. In the Confirm Password box, retype bus317
7. In the Data Path box, you must browse for your memory stick, highlight it and click OK twice.
8. At the User Login screen, type in your Username and the Password and click OK

START WORKING IN LESSONS
1. Click on the button indicating Enter Session for Lesson 1
2. You will start by doing a Conditioning Practice on a group of sentences that consist of three (3) timings per sentence—Accuracy, Speed, and Control. Follow the instructions on the screen for typing each timing. When you tap ENTER, the next sentence will appear.
3. Repeat step 2 for the remaining sentences.
4. When asked if you wish to repeat the exercise, indicate “No” and go on to the Evaluation Progress.
5. When you complete the Evaluation Progress, go on to the Individual Practice that will drill you on your weak diagraphs. (Note the different lesson sections at the bottom of the screen. Each part of the lesson has a separate tab. As you complete the sections a checkmark will appear on the tab.)
6. When you complete the Individual Practice, do Word Champs and Speed Clinic if you wish, before moving on to the next lesson.

STOP WORKING IN LESSONS
1. From any screen, click on the Quit button and answer Yes to Quitting Keychamps.

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 then remove your USB Drive. Failure to do so may damage what you saved.
WHAT DO YOU DO ON OTHER DAYS?

CHANGE DESKTOP FOR STUDENT PRINTER ACCESS (Need to do every day)
1. Click Start Button (Windows Wheel) and click right arrow next to Shut Down (do not click Shut Down)
2. Click Log Off and wait; at screen that shows Press CTRL + ALT + DEL, hold down the CTRL key with one finger on the left hand, hold down the ALT key with another finger on the left hand and then tap the DEL key
3. At the screen that then appears, Click Switch User; then on next screen that appears Click Other User
4. On next screen, in Username box, type bcastudent and in the Password box, type _______ (get from instructor)
5. Tap Enter or Click right arrow (Do not click Switch User)

START WORKING IN LESSONS
1. Log on to the Keychamp program per instructions above.
2. In the Username box, retype your Last Name
3. In the Password box, type bus317 and click OK.
4. Select the lesson you are on and click the button indicating Enter Session.
5. NOTE: If you sit at a machine that is different from your first machine, you will need to do the First Day login procedures again.

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. From any screen, click on the Quit button and answer Yes to Quitting Keychamps.

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 then remove your USB Drive. Failure to do so may damage what you saved.
NAME________________________

SKILLBUILDING – MWF/TR - LESSONS SIGN-OFF FORM

<table>
<thead>
<tr>
<th>CHANGE DESKTOP FOR PRINTER ACCESS</th>
<th>TO PRINT SUMMARY REPORTS</th>
<th>PRINT AND TURN IN</th>
</tr>
</thead>
</table>
| 1. **Click:** Start Button (Windows Wheel)
2. **Click:** Right arrow-end of Shut Down line
3. **Click:** Log Off and **WAIT**
4. **Tap:** CTRL + ALT +DEL
5. **Click:** Switch User, then **Click:** Other User
6. **Username:** bcastudent
7. **Password:** ____________ (get from instructor)
8. **Tap:** Enter Key (Don’t click Switch User) | 1. **Click:** REPORTS at top left of screen
2. **Select:** Assessment Performance Reports
3. **Click:** Print
4. Make sure the printer is for your room and **click** OK
5. Bring Sign-Off Form and printout to Instructor | Have Instructor check the following:
USB drive name___________
Correct Log In/Out
Keychamps________________
Correct eject USB drive___
Have Instructor check off Progress Report on screen After Lsn. 1 | |

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” then remove your USB Drive. Failure to do so may damage what you saved.

<table>
<thead>
<tr>
<th>DATE</th>
<th>UNIT</th>
<th>CLASS AND LAB ACTIVITIES</th>
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</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>Sessions 1-4 (INCREASE SCREEN SIZE IF THE SCREEN IS SMALL)</td>
<td>Non-Skillbuilding Orientation Skillbuilding Orientation Complete Session 1 and review with Instructor Complete Session 2-4: Speed Clinic (if desired)</td>
<td>Have Instructor check the following: USB drive name___________ Correct Log In/Out Keychamps________________ Correct eject USB drive___ Have Instructor check off Progress Report on screen After Lsn. 1</td>
</tr>
<tr>
<td>WEEK 2</td>
<td>Session 5 Sessions 6-9</td>
<td>Complete Session 5 and review printing with Instructor Evaluation Progresses (5b &amp; 5c) Complete Sessions 6-9: Speed Clinic (if desired)</td>
<td>Print Assessment Performance Record after Lsn 5</td>
</tr>
<tr>
<td>WEEK 3</td>
<td>Session 10 Sessions 11-14</td>
<td>Complete Session 10 and review w/ Instructor Evaluation Progresses (10b &amp; 10c) Complete Sessions 11-14: Speed Clinic (if desired)</td>
<td>Print Assessment Performance Record after Lsn. 10</td>
</tr>
<tr>
<td>WEEK 4</td>
<td>Session 15 Sessions 16-19</td>
<td>Complete Session 15 Evaluation Progresses (15b &amp; 15c) Complete Sessions 16-19 Speed Clinic (if desired)</td>
<td>Print Assessment Performance Record after Lsn. 15</td>
</tr>
<tr>
<td>WEEK 5</td>
<td>Session 20 Session 21-24</td>
<td>Complete Session 20 Evaluation Progresses (20b &amp; 20c) Complete Sessions 21-22: Speed Clinic (if desired)</td>
<td>Print Assessment Performance Record after Lsn. 20</td>
</tr>
<tr>
<td>WEEK 6</td>
<td>Session 25 Catch Up</td>
<td>Complete Session 25 Evaluation Progresses (25b &amp; 25c)</td>
<td>Print Assessment Performance Record after Lsn. 25</td>
</tr>
<tr>
<td>WEEK 7</td>
<td>Sessions 26-29</td>
<td>Complete Sessions 26-29: Speed Clinic (if desired)</td>
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<tr>
<td>WEEK 8</td>
<td>Session 30</td>
<td>Complete Session 30 and review w/ Instructor Evaluation Progresses (30b &amp; 30c)</td>
<td>Print Assessment Performance Record after Lsn. 30</td>
</tr>
</tbody>
</table>
SKILLBUILDING- FINAL GRADING SCALE

40 % - Completion of Lessons 1-30
- 30 lessons  A(4) x 40% = 1.6
- 24-29 lessons  B(3) x 40% = 1.2
- 20-23 lessons  C(2) x 40% = .8
- 16-19 lessons  D(1) x 40% = .4

Points ____

30% - Speed (from program assessment)
- A(4) x 30% = 1.2
- B(3) x 30% = .9
- C(2) x 30% = .6
- D(1) x 30% = .3

Points ____

30% - Accuracy (from program assessment)
- A(4) x 20% = 1.2
- B(3) x 20% = .9
- C(2) x 20% = .4
- D(1) x 20% = .2

Points ____

- 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 ____________