Office Technology 9 Beginning Keyboarding LC Reedley College

FALL 2011 M 11:00 – 11:25, LAL 1 #55375: 8/15/11-12/16/11

WF 11:00 – 11:50, LAL 1

Instructor: Toni Ensz Office: be 46 Phone: 638-3641, Ext: 3785

Email: toni.ensz@reedleycollege.edu

Office Hours: MTW 1-2 in BUS 46 or by appointment

**Learning Community:**

***Breaking the Language Barrier through Technology***

**Linked Course:**

ESL 264 High Beginning Reading, Writing, and Grammar (54199) - 8 units

Nancy Frampton, Instructor

Daily 12:00 - 2:00

**Required Text and Supplies:**

* Gregg College Keyboarding & Document Processing; Ober, Johnson, Zimmerly; McGraw Hill / Irwin, New York; 2007 update – Customized Text
* Minimum 1 GB Jump Drive (flash drive, memory stick, usb drive)

**course description:**

This course provides students with an opportunity to learn to keyboard by touch. The course is software driven, allowing students to self-pace their skill level. Upon learning the keyboard by touch, the student will practice keyboarding to increase speed and accuracy. Student must key 18 words per minute in a 3-minute timed test with 3 or fewer errors in order to receive credit for this course.

**course outcomes:**

Upon completion of this course, students will be able to:

1. Type by touch on a computer keyboard at 18 net words per minute in a 3-minute timing with 3 or fewer errors.

**Learning Community Student Learning Outcomes:**

1. Word process English material on keyboard accurately
2. Key by touch, 18 wpm
3. Employ word processing functions consistent with standard written English conventions
4. Apply written English editing strategies using word processing tools in writing.
5. Recognize and employ vocabulary using computer applications
6. Employ confidence in both use of the keyboard and written English skills

**course objectives:**

In the process of completing this course, students will:

1. memorize and practice key locations and key strokes on a standard computer keyboard.
2. complete diagnostic timings, using keyboarding software, to determine areas of weakness.
3. practice speed and accuracy on a daily basis.

**course content outline:**

In the process of completing this course, students will:

1. Introduction to the computer keyboard
2. Introduction to the keyboarding software
3. Home row placement
4. The shift key and the backspace key
5. Ergonomics of keyboarding
6. Alphabetic key locations
7. Numeric key locations
8. Symbols
9. 10-key keypad key locations

Attendance and Tardies:

* Just as it is expected that employees will be present for all workdays, students are expected to attend all class meetings, be on time, and be in class the entire class session. Roll is taken each class period. The only excused absences are those due to a school-related activity or a requirement to appear in court and you must let me know before the absence. Any other absence, calling me to tell me you will be absent does not excuse you but is considered professional courtesy and will be noted in your attendance record. (On the job, if you do not call prior to being absent, you will be reprimanded or fired.) Students leaving class before the end of class will be recorded as a tardy and 3 points will be deducted from participation.
* If you decide to drop the course, **it is your responsibility** to make the drop official in the Admissions and Records office or else possibly receive a grade of F. **Check the Schedule of Courses for the drop date.**
* I do not accept late work, nor do I allow for make-up work (this includes in-class work, homework, and tests). This means you need to be in class and do the work as assigned. If you are aware you are going to be absent, you may complete the assignment and hand it in early, but no late work will be accepted.
* In this class, you are allowed 4 absences (not necessarily consecutive) before being dropped from the class. Absences and tardies will affect your grade. Five points will be deducted each day of non participation and 3 points for each tardy. Students are expected to be on time. Two tardies may be considered 1 absence.

Holidays:

* Monday, September 5, Labor Day
* Friday, November 11, Veterans Day
* Thursday & Friday November 24-25, Thanksgiving

Tests:

* There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.
* Try not to be late for an exam. If you are late, you may take the exam up to the time the first student finishes the exam and leaves. After the first student leaves, you may not take the exam and it will count as a missed exam.

Final Exam:

* A comprehensive final exam will be given at the end of the quarter. The final exam will be given during the last 2 classes on October 12 & 14.

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| --- | --- |
| Grade | Percentage of total points |
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | 59% and lower |

Grading:

* *WEEKLY PROGRESS CHECKS 60%*
* *DAILY PRACTICE 20%*
* *CLASS PARTICIPATION 10%*
* *FINAL 10%*

Web address to access your progress grades:

* http://sc.webgrade.classmanager.com/reedleycollege/
* Your User ID is the same as your Reedley College Student ID.
* I will email you your password and a link to the Web site at the end of week 2.

Cell Phones:

* Please place your phones on vibrate before class begins. No texting allowed in class. If you must take a phone call, please step out of the classroom when talking. I will ask you to leave class and deduct 3 points from your participation grade if you continually have your phone out during class. No earphones allowed in class.

ADA:

* If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Academic Dishonesty:

* Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
* Cheatingis the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.
* Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.
* Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

Receipt and Acknowledgement of OT 9 syllabus

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledge the receipt of this OT 9 syllabus.

**(Print your name legibly)**

I have read the guide and understand the policies and procedures of this course. I particularly understand the policies regarding **Attendance**, **make-ups, cell phones,** and **Grading,** as outlined in this document.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Id #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_