

FALL 2017

DAILY 8:00-8:50 AM, BUS 41

10/16/17 – 12/15/17

COURSE ID#: 58970

INSTRUCTOR: TIFFANY DIX
(559) 462-0234EMAIL: tiffany.dix@reedleycollege.edu

OFFICE HOURS: I do not have an office on campus; however, you may contact me at the email address listed above or text/call me anytime at **(559) 462-0234**. Please make sure you state clearly your name, class and any information necessary for communication.

REQUIRED TEXT and SUPPLIES:

- Skillbuilding W/Access Code, Eide, ISBN 978-0-07-777658-9, Publisher: McGraw Hill, Edition 4, \$118.70 @ RC Bookstore.
The book comes with an access code to the program.
- Make sure you bring the textbook every time you come to class. "NO BOOKS" and/or copies will not be accepted. (may result in point deduction)
- Use the following website to access the SKB program from your home computer:
<https://reedleycollege.mhskillbuilding.com/>

**COURSE DESCRIPTION:**

This advanced keyboarding course utilizes skillbuilding methods which are designed to increase keying speed and accuracy to employment levels of 45+ wpm.

COURSE OUTCOMES:

Upon successful completion of this course, students will be able to type 45 wpm with 3 errors or less in a 3-minute timed test from clear copy.

COURSE OBJECTIVES:

In the process of completing this course, students will:

1. practice typing, using skillbuilding typing methods.
2. use computer software diagnostic tools to increase speed and accuracy.
3. practice typing, using short practice sets, rhythm sets, backwards typing, and 3-minute and 5-minute timed tests.
4. write weekly lab reports, responding to lecture, text materials, and progress in the course.

LECTURE CONTENT:

1. Speed techniques
2. Accuracy techniques
3. Practice sets
4. Incorporating diagnostic tools for typing fast and accurately

LAB CONTENT:

- 1) Practice speed techniques
- 2) Speed keyboarding practice sets
- 3) Weekly diagnostic reports
 - a. implement suggestions from reports to increase typing speed
 - b. implement suggestions from reports to increase typing accuracy
- 4) practice sets
- 5) timed tests
 - a. 15-second sprints
 - b. 30-second sprints
 - c. 3-minute timed typing
 - d. 5-minute timed typing

ATTENDANCE, TARDIES, AND EXPECTATIONS:

- 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.
The last day to drop this class is: Tuesday, November 14th!
- 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 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 are considered 1 absence.
- Please keep your finger nails trimmed to a length that will not affect hand/finger position while using the keyboard.

HOLIDAYS:

- Friday, November 10th – Veterans Day
- Thursday & Friday, November 23rd & 24th – Thanksgiving Holiday

TESTS:

- Timed keyboarding tests will be administered at the end of each lesson. Points will be subtracted if the student does not complete them **“by touch”** and/or within the **“error limit”**. Your progress will be recorded.
 - Tests will be graded on Accuracy, Speed and Technique.
 - You should have all of your lessons / tests completed within the “Time Limit”. No late tests accepted.

GRADING:

You must earn a “C” or better in your weekly assignments and timed tests in order to PASS the class. You must achieve a typing speed of 35 wpm (by touch) w/<3 errors in 3 minutes in order to PASS the class. It is possible to earn 100% of your daily labs and your weekly timed tests and NOT PASS the class if your typing speed, technique or accuracy does not meet the requirement of the course.

<i>DAILY LABS:</i>	50%
<i>TIMED TESTS:</i>	35%
<i>CLASS PARTICIPATION:</i>	15%

Percent of Total Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

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 use your phone 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.
- If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. Cheating, in this class, is handing in the same assignment as another student as if it was your own.
- CHEATING is 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 152 syllabus

I, _____ acknowledge the receipt of this OT 152 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 # _____

Emergency Contact Name _____

Emergency Phone Number _____

Tell me about you. What are your interests, family, affiliations???

Are there any medical conditions you have that might be helpful for me to know?

