

SUMMER 2019

MTWTH, 9:00 – 10:35, CTL 1

#51106: 6/24/19 – 8/2/19

INSTRUCTOR: TIFFANY DIX

PHONE: (559) 462-0234

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Required Text and Supplies:

- Gregg College Keyboarding & Document Processing, 11th Edition; Ober, Johnson, Zimmerly; McGraw Hill / Irwin, New York; 2007 update. Lesson 1-20. The book comes with an access code to the program.
- **ISBN 978-0-07-765235-7**
- Make sure you bring the textbook every time you come to class. "NO BOOKS" / copies will not be accepted.
- Use one of the following websites to access the GDP program from your home computer:
 - reedleycollege.gdp11.com
 - reedleycollege.gdp11.com/Students/CombinedLogin.aspx

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 25 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:

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

COURSE OBJECTIVES:

In the process of completing this course, students will:

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

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: Monday, July 15th!

- 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:

- Tuesday, July 4th – America's Independence Day.

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.

FINAL EXAM:

- A two-hour comprehensive final exam will be given at the end of the quarter. The date and time of the final exam is as follows: **Thursday, August 1st (last day of class)**
- Goal for the Final Exam will be: **32 wpm – 3' – 3e**
- **Student must key 25 wpm – 3' – 3e in order to receive credit for this course**

| Final Keyboarding Speed | Grade for Final keyboarding test | Points |
|-------------------------|----------------------------------|--------|
| 35 wpm or above | A | 100 |
| 34 | A | 95 |
| 32-33 | A | 90 |
| 31 | B | 85 |
| 29-30 | B | 80 |
| 28 | C | 75 |
| 26-27 | C | 70 |
| 25 | D | 65 |
| 24-23 | D | 60 |
| 22 | F | 55 |
| 21-20 | F | 50 |
| 19 | F | 45 |
| 18 | F | 40 |
| 17 wpm or lower | F | 35 |
| Not taking final | F | 00 |

Must be 3 errors or less!!

GRADING:

- *Timed Writings* 30%
- *Unit Tests* 10%
- *Class Participation/Daily work* 40%
- *Typing Technique* 10%
- *Final* 10%

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

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.
- ✓ 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 150 syllabus

I, _____ acknowledge the receipt of this OT 150 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 _____