

INSTRUCTOR: MS. "B"

EMAIL: carolyn.belcher@fresnocitycollege.edu**Required Text and Supplies:**

- ✚ SKILLBUILDING, Building Speed and Accuracy on the Keyboard, 3rd Edition;
Authors: Eide, Rieck & Klemin; MCGRAW HILL

*Make sure you bring the textbook every time you come to class. "NO BOOKS" / copies will not be accepted.

COURSE DESCRIPTION:

A beginning typing course that teaches students proven methods for developing a sound foundation in keyboarding skills. Two distinguishing features of this course are its diagnostic approach and utilization of corrective championship drills.

COURSE OBJECTIVES:

- A. Type 45 + wpm with 3 errors or less.
- B. Improve typing speed by 9 wpm in 9 weeks.
- C. Use Championship Diagnostic Tools to diagnose one's own keyboarding problems..
- D. Develop stamina by typing increasingly longer timed writings without loss of speed and accuracy.

COURSE OUTCOMES:

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

- A. Maintain concentration and stamina while typing lengthy documents in a busy work environment.
- B. Type 45 + wpm with 3 errors or less.

COURSE CONTENT OUTLINE:

- A. Course Entry/Exit Timing
- B. Alphabet Diagnostic Timing & Practice Lessons
- C. Individual Finger Practice & Word-Level Keystroking Practice
- D. Frequently Used Words Practice & Horizontal/Vertical Reaches Practice
- E. Word Family Practice, Concentration Practice & Frequently Misspelled Words Practice
- F. Alternate-Hand Words, Symbols, Punctuation & Number Practice-The 10 Key
- G. Progress Check Timings

CLASS WORK ASSIGNMENTS:

Students are required to practice control of the keyboard, proper typing technique, speed and accuracy on the keyboard throughout the class period.

*Please, do not study for another class or read a book during class. (Point deduction)

HOLIDAYS:

Monday, May 31 Memorial Day

Monday, July 5 campus will be closed to celebrate Independence Day

(OVER)

ATTENDANCE AND TARDY:

- 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, funeral, medical or a requirement to appear in court and you must let me know before the absence. Notifying me via e-mail of your absence 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 daily work.
- 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.** Instructor is not responsible for dropping students from this class but reserves the right to do so. The 1st two days of class are mandatory; you will be automatically dropped if you miss these days. Missing class 2 consecutive weeks is an instructor attendance drop or an automatic grade of F.
- Because all work is done in class I do not accept late work, nor do I allow for make-up work. You can do the assigned work early if you know you will be absent the next day. This means you need to be in class and do the work as assigned.

ACADEMIC DISHONESTY:

- ***Cheating*** is the act of deception by which a student misleadingly demonstrates that s/he has mastered information on an academic exercise. Examples are copying or allowing another to copy a test, paper, timed writing, project or performance, etc.
- ***Plagiarism*** is the act of representing the work of another as one's own without giving credit. Plagiarism includes but is not limited to incorporating the ideas or words of another's work without giving appropriate credit.

If a student is found to be in violation of cheating and/or plagiarism the student will either be dropped from the class or failed and a record of this act will be recorded. You may refer to the current Reedley College Catalog for more details regarding this matter.

CELL PHONES:

Please place your phones on vibrate before class begins. No texting allowed in class, you are here to type on a computer keyboard not a phone keyboard. If you must take a phone call, please step out of the classroom when talking.

OTHER POLICIES:

- No eating, drinking, or smoking is allowed in the lab. If you must bring food/drinks in the classroom, place them on the table in the front/back of the classroom or in your backpack.
- Headphones, iPods, or other electronic devices may be used during class if the volume is kept low. The instructor reserves the right to turn off any devices at his/her discretion.
- Campus code requires shoes or sandals, a shirt and pants to be worn at all times.
- No children, pets, or visitors are allowed in the classroom.
- Keep your fingernails trimmed to a length that will not affect hand/finger position while using the keyboard.

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OTHER POLICIES - CONTINUED:

- A student must complete the entire course (**including the final**) in order to receive a passing grade.
- Inappropriate or offensive language may not be used in the classroom as it may offend other students and/or the instructor.
- Abuse of the cell phone policy can result in dismissal from the class with a grade of "F".
- All lessons must be up to date prior to working on the extra credit assignments.
- *The instructor reserves the right to make revisions to the schedule, topics covered, assignments and grading criteria. Changes will be announced in class. Adequate notice will be given when changes are made.*

POLICY VIOLATIONS:

- First violation: Verbal Warning
- Second violation: You will be dismissed from class for the remainder of the day and an incident report will be filed with the Dean's Office.
- Third violation: You will be dropped from the class with a grade of "F" and the incidents will be reported to the appropriate college personnel for further disciplinary action.

In the words of Lou Tice "Live your life on a want to, choose to, like it, love it basis; be fully accountable for your actions by understanding and accepting the consequences of the choices you make."

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.

GRADING SCALE:**Percentage of**

Total Points	GRADE	POINTS
90-100%	= A	Points 900-1000
80-89%	= B	Points 800 - 899
70-79%	= C	Points 700 – 799
60-69%	= D	Points 600 – 699
Below 60%	= F	Points 599 or lower

GRADING POLICY:

Description	%	Max Points
8 Weekly Progress Checks (Each week worth 60 points)	48%	480
8 Weeks of Attendance: Participation – 40 points per week	32%	320
Final Test is a Performance Exam (Must be taken to Pass Class)	10%	100
Speed Improvement – Determined the last day of class	10%	100
Totals	100%	1,000

(OVER)

GRADING:

The instructor reserves the right to round up grades which are 5-10 points off a whole letter grade. For example, 795 points can be rounded up to 800 if that would give the student a "B".

WEEKLY PROGRESS CHECKS:

Your grade for the weekly progress checks will depend on the improvement in your typing skills. Your progress is checked on Thursdays (Last day of the class that week). Eight weeks are counted – the lowest score in the 9 week session is dropped.

- Week 1 – 3

Speed	Points		Errors	Points
35 +	30		3 or less	30
30 – 34	25		4 – 7	25
25 – 29	20		8 – 10	20
21 – 24	15		11 – 12	15
20 or less	10		13 +	10

- Week 4 – 6

Speed	Points		Errors	Points
40 +	30		3 or less	30
35 – 39	25		4 – 6	25
30 – 34	20		7 – 8	20
25 – 29	15		9 – 10	15
24 or less	10		11 +	10

- Week 7 – 9

Speed	Points		Errors	Points
45 +	30		3 or less	30
40 - 44	25		4 - 5	25
35 – 39	20		6 - 7	20
30 - 34	15		8 – 9	15
29 or less	10		10 +	10

DAILY ATTENDANCE/Participation:

Class participation is vital in a skill development class since new information is introduced at each class meeting. To receive full benefit from this class please do the following:

- Attend every class session, be on time, in class the *entire* session, and keep up with the assignments.
- Weekly, create short-term individual goals in accuracy, speed, and reaching for Keys using the appropriate finger movements.
- Eight weeks are counted – the lowest score in the 9 week session is dropped.
- An attendance sign-in sheet will be available each session to record attendance. Students who attend class earn 10 points per daily session. Students who are absent earn 0 points. Students with an instructor approved absence earn 5 daily session points. There is a maximum of 40 points per week.
- Students missing only 0-4 class sessions during the program will be awarded 40 extra points.
- Students missing more than 8 class sessions during the program will have 50 points deducted from their total.
- The course is designed to have 1 hour of class (a class hour is 50 minutes long) for 9 weeks.

FINAL EXAM:

A final timed keyboarding test will be given at the end of the program and will determine your final Keyboarding Speed grade

- Goal for the Final Exam will be: 45 wpm – 3' – 3e
- Final Exam is 10% of Final Grade with a maximum of 100 points available

FINAL EXAM - CONTINUED:

Speed	Points		Errors	Points
45 +	50		3 or less	50
40 - 44	40		4 - 5	40
35 - 39	30		6 - 7	30
30 - 34	20		8 - 9	20
29 or less	10		10 +	10

SPEED IMPROVEMENT:

- Determined the last day of class
- The goal is to improve 9 wpm in 9 weeks

Improve	Points		Improve	Points
1 wpm	10		6 wpm	60
2 wpm	20		7 wpm	70
3 wpm	30		8 wpm	80
4 wpm	40		9 wpm	100
5 wpm	50			

Receipt and Acknowledgement of the OT 46 Syllabus

I, _____ acknowledge the receipt of this OT 46 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, Cell Phones, Policy Violations and Grading**, as outlined in this document.

Signature _____

ID# _____

Date _____

Phone # _____ (only with your permission)

E-mail _____