

INSTRUCTOR: MS. "B"

EMAIL: [carolyn.belcher@fresnocitycollege.edu](mailto:carolyn.belcher@fresnocitycollege.edu)**Required Text and Supplies:**

 GREGG COLLEGE KEYBOARDING & DOCUMENT PROCESSING, KIT 3, 10<sup>TH</sup> EDITION;  
OBER, JOHNSON, ZIMMERLY; MCGRAW HILL

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

**COURSE DESCRIPTION:**

This course provides students with an opportunity to learn to keyboard by touch.

**COURSE OBJECTIVES:**

- A. To develop touch control of the keyboard.
- B. Show proper position and typing techniques at the keyboard.
- C. Complete diagnostic timings, using keyboarding software, to determine areas of weakness.
- D. Practice speed and accuracy on a daily basis.

**COURSE OUTCOMES:**

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

- A. Type letters, numbers and symbols by touch.
- B. Build basic speed and accuracy to 28 wpm in a 3-minute timing with 3 or fewer errors.

**COURSE CONTENT OUTLINE:**

- A. Introduction to the computer keyboard
- B. Introduction to the keyboarding software
- C. Home row placement
- D. The shift key and the backspace key
- E. Alphabetic and numeric key locations: Lessons 1-15
- F. Symbols: Lessons 16-20

**CLASS WORK ASSIGNMENTS:**

Lessons 1-20 must be completed in the classroom and not at home. 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 1<sup>st</sup> 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

<u>Total Points</u>	<u>GRADE</u>	<u>POINTS</u>
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
Daily Lessons – 1-4, 6-9, 11-14 & 16-19 (Each lesson worth 35 points)	56%	560
Unit Tests – Lessons 5, 10, 15, & 20 (Each test worth 50 points)	20%	200
Daily Attendance: Participation – 2 points per day (43 class days)	8.6%	86
Final Test is a Performance Exam (Must be taken to Pass Class)	10%	100
4 - Practice 3 minute timed writing (Each timed writing worth 13.5 points)	5.4%	54
Totals	100%	1,000

**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".

**DAILY LESSONS:**

Your grade for Daily Lessons will depend on completing each lesson, in order, completely, accurately and according to the directions.

- There are 16 daily lessons worth 35 points each for a total of 560 points when the lessons are done with 100% accuracy. The Daily Lessons are numbers 1-4, 6-9, 11-14 & 16-19.
- The timed writings must be completed according to the minimum requirement.
- All lessons must be completed in class, no exceptions.
- The daily lessons in the GDP software portfolio will be printed out and turned in every Friday.

**UNIT TESTS:**

- There are 4 unit test lessons worth 50 points each for a total of 200 points when the tests are done with 100% accuracy. The Unit Tests are Lessons 5, 10, 15 & 20.
- The timed writings must be completed according to the minimum requirement.
- All unit test lessons must be completed in class, no exceptions.
- The unit tests in the GDP software portfolio will be printed out and turned when completed.

**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.
- You are responsible for all information given in class.
- An attendance sign-in sheet will be available each session to record attendance. Students who attend class earn 2 points per session. Students who are absent earn 0 points. Students with an instructor approved absence earn 1 point.
- Students missing only 0-4 class sessions during the program will be awarded 10 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. This program session has 43 class days including the final day worth 2 points per day for total of 86 points.

**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: 28 wpm – 3' – 5e
- A passing grade will be: 18 wpm – 3' – 3e
- Errors in excess of minimum will be deducted from wpm total

**FINAL EXAM - CONTINUED:**

Final Keyboarding Speed	Grade	Points
28 or above with 5e	A	100
22 – 27 wpm with 4e	B	90
18 – 21 wpm with 3e	C	80
14 – 17 wpm with 2e	D	70
10 – 13 wpm with 1e	F	60
0 – 9 wpm with 0e	F	50
Not Taking Final	F	00

**PRACTICE TIME WRITINGS – 3 MINUTE**

- A total of four 3-minute timed writing assignments are available for practice for the final exam.
- Each timed writing assignment is worth 13.5 points when completed at 18 wpm with 3e.
- Each assignment can be attempted until the goal is reached.
- The practice 3 minute time writings in the GDP software portfolio will be printed out and turned in every Friday.

## Receipt and Acknowledgement of the 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, Cell Phones, Policy Violations and Grading**, as outlined in this document.

Signature \_\_\_\_\_

ID# \_\_\_\_\_

Date \_\_\_\_\_

Phone # \_\_\_\_\_ (only with your permission)

E-mail \_\_\_\_\_