Office Technology 46 Championship Typing Reedley College

FALL 2011 MTWTh 2:00 - 2:50, BUS 41 #50399: 08/15/11-10/14/11

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Office Hours: M T W 1-2 in BUS 46 or by appointment

Required Text and Supplies:

**(Each student is required to have his or her own textbook. You will not be allowed to work from copies or share with another student)**

* Minimum 1 gb Jump Drive (flash drive, memory stick, usb drive
* SKILLBUILDING, Building Speed and Accuracy on the Keyboard, 3rd Edition Authors: Eide, Rieck & Klemin

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 Outcomes:

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

A. Type 25 WAMs with five errors or less.

B. Create basic word processing documents, saving, printing, and retrieving these documents from a secondary storage device.

C. Use Championship Diagnostic methods to further improve typing speed and accuracy while in the workplace.

D. Analyze results of keyboarding diagnoses and apply appropriate corrective drills.

E. Maintain concentration when keyboarding in a busy work environment

F. Maintain stamina while typing lengthy documents in the workplace using learned methods.

Course Objectives:

In the process of completing this course, students will:

A. Type 25 WAMs and/or improve your speed by 9 WAM with 10 errors or less.

B. Demonstrate a basic understanding of personal computer hardware and software used in this class.

C. Demonstrate improved knowledge of typewriter keys and computer function keys with 70% accuracy.

D. Demonstrate the ability to use a mouse correctly and then re-orient fingers to home row keys.

E. Change margins, save documents to disk, retrieve documents from disks, and print assignments.

F. Differentiate between ALL Caps functions and uppercase characters.

G. Use Championship Diagnostic Tools to diagnose one’s own keyboarding problems.

H. Analyze results of keyboarding diagnoses and apply appropriate corrective drills.

I. Complete required charts and explain results of analysis.

J. Maintain concentration when keyboarding with a minimum of 50% improvement.

K. Demonstrate rhythmic keying technique by using character-by-character system for 10 minutes cold copy typing.

L. Demonstrate 100% accuracy on one-minute sprints.

M. Demonstrate 100% accuracy on skill-development paragraphs.

N. Demonstrate development of stamina by typing increasingly longer timed writings without loss of speed and accuracy.

Course Content Outline:

1. Orientation and Lecture on Championship Typing Goals
2. Computer Hardware
   1. CPU
   2. Disk Drives
   3. Mouse
   4. Monitor
3. Computer Software
   1. Floppy Disks
   2. Programs
      1. Championship Typing
      2. Word Processing Programs
4. Keyboard Review
5. Naming, Saving, Retrieving, Printing Documents
6. Championship Typing Diagnostic Tools
   1. Speed and Accuracy Analysis
   2. Concentration Analysis
   3. Error Analysis
7. Skill-Building Cycle
   1. Championship Techniques
   2. Rhythmic Keying
   3. Concentration Development
8. Using Charts for Analysis
   1. Speed and Accuracy Charts
   2. Speed and Accuracy Graph
   3. Error-Analysis Chart
   4. Skill-Development Paragraph Chart
9. Speed Studies
10. Drills, Sprints, and Timings
11. Pre-, Post-Tests @ Three and Five Minutes

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 your schedule of Courses for drop dates.**
* I do not accept late work, nor do I allow for make-up work. This means you need to be in class and do the work as assigned.
* 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.

Holidays:

* Monday, September 5, Labor Day

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.

Final Exam:

* A comprehensive final exam will be given at the end of the quarter. The date and time of the exam is as follows: **Thursday, October 13.**

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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 63%*
* *DAILY PRACTICE 27%*
* *SPEED IMPROVEMENT 10%*

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.

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 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**, **make-ups,**  **cell phones,** and **Grading,** as outlined in this document.

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write legibly

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

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