SPRING 2023 MWF 8:00 AM - 8:50 AM   COURSE # 50063   01/09/23 – 03/10/2023

INSTRUCTOR: LAURIE HECKMAN   PHONE: (559) 869-8788

EMAIL: laurie.heckman@reedleycollege.edu

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, student will be able to:

1. Type by touch on a computer keyboard at 25 words per minute in a 3-minute timing with 3 or fewer errors

Course Objectives

In the process of completing this course, student will:

1. Memorize and practice key locations and key strokes on a standard computer keyboard.
2. Complete diagnostic timings, using keyboarding software to determine areas of weakness.
3. Practice speed and accuracy on a daily basis.

Communication Policy

There are several ways to connect with me throughout the duration of this course:

Email: For the quickest response, please message me using the 'Inbox' tab via Canvas. This method is very efficient, and your email message will be automatically tagged with your course name/number. You may also email me at: laurie.heckman@reedleycollege.edu. Please remember to include your full

name, course, and any other pertinent information. I will try my best to respond within 24 hours.

Phone: A Google voicemail line has been set up for students who prefer to communicate via phone, and that number is **(559) 869-8788**. Make sure you clearly state your full name, course, and any other pertinent information. A transcript of your message will be emailed to me.
(Same 24hr. response time applies to phone messages)

Required Text and Supplies

- Gregg College Keyboarding & Document Processing, 11th Edition; Ober, Johnson, Zimmerly; McGraw Hill / Irwin, New York. Lesson 1-120. The book comes with an access code to the program. **ISBN 978-1264768011**
- Use the following website to access the GDP program from your home computer:
  - reedleycollege.gdp11.com

Attendance/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 will be marked as unexcused; however, notifying me that you will not be able to attend 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.)

Participation

Participation is KEY in a learning environment! As such, your participation score will be based on several factors, including participation in class, weekly check-ins, discussion board responses, keyboarding assignments and typing tests.

- Students will be dropped from this course as a "no-show" if the signed syllabus, questionnaire, and student introduction assignments are not submitted on time *(by the end of Week 1).*

- If you decide to drop the course at any time throughout the semester, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a failing grade.

Final drop date for this course is January 20, 2023.

You must drop your courses by the final drop date to avoid a failing grade!

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.

Late Work/Tests

It is very important that you pay close attention to all posted due dates as I do not allow late work of any kind. There are no make-ups for missed keyboarding assignments or typing tests. However, if you foresee an unavoidable situation on an upcoming test date, you may arrange to take the test early. Please contact me to discuss your specific situation.

Timed keyboarding tests will be administered at the end of each lesson in GDP.

- Tests will be graded on *accuracy*, *speed*, and *technique*.

- You should have your lessons/tests completed within the "Time Limit" given in GDP.

Please keep your fingernails trimmed to a length that will not affect hand/finger position while using the keyboard.

Holidays

- Monday, January 16 – Martin Luther King, Jr. Day
- Friday, February 17 – Lincoln Day
- Monday, February 20 – Washington Day

Final Exam

A comprehensive final exam will be given at the end of the course.
Final Exam Date: TBA

*(Goal for the Final Exam will be a <u>minimum</u> of **25 wpm, 3 minutes, 3 or fewer errors**)*

__Student must key 25 wpm in 3' with 3 or fewer errors in order to receive credit for this course__.

Grading

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

- *Enrichment Lessons/Tests*   *50%*
- *Supplementary Timed Writings* *20%*
- *Class Participation*   *15%*
- *Final*   *15%*

ADA Compliance

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.
- 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 were your own.***
- 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.