OT-150-55673 BEGIN KEYBOARDING SYLLABUS

Semester: Spring 2023	Department: Office Technology
Location: Reedley Hybrid, Sanger Community Campus ARR (Lecture)	Instructor: Cuevas- Moreno, Maricarmen
Tuesday: 6:00 PM - 7:50 PM	Email: maricarmen.cuevas.moreno@reedleycollege.edu
Course Dates: 01/09/2023 - 03/10/2023	Office Hours: Virtual Office Hours by Appointment Only
Credits: 0	
Grading: Pass/ No Pass	

Requisites: None

Transfer Status: Not Transferable

Catalog 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. The 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.

Additional Information:

(Sanger Adult School. This is a hybrid class, where there is a carefully planned blend of both traditional classroom instruction and online learning activities. There will be some online class instruction hours and/or requirements that you need to complete outside of class. Please contact your instructor for more information.)

Required Course Material:

(Reedley College) GREGG COLLEGE KEYBOARDING & DOCUMENT PROCESSING 11ᵗʰ Edition; Ober, Johnson, Zimmerly; McGraw Hill/ Irwin, New York; 2007 update. (Lessons 1 - 20)

<mark>This textbook includes access code to the GDP program.</mark>

ISBN: 9781264768011

Author: Ober

Publisher: McGraw-Hill

GDP Link: https://reedleycollege.gdp11.com/Students/CombinedLogin.aspx

Course Objectives:

1. memorize and practice key locations and keystrokes on a standard computer keyboard.

2. complete diagnostic timings, using keyboarding software to determine areas of weakness.

3. practice speed and accuracy daily.

4. write weekly lab reports, responding to lecture, text materials, and progress in the course.

Course Outcomes:

OT-150 SLO1:	**type by touch on a computer keyboard at 25 words per minute in a 3-minute timed test with 3 or fewer errors.**	Expected SLO Performance: 70

Course Outline:

1. Introduction to the computer keyboard
2. Introduction to the keyboarding software
3. Home row placement
4. The shift key and the backspace key
5. Ergonomics of keyboarding
6. Alphabetic key locations

7. Numeric key locations
8. Symbols
9. 10-key keypad key locations

Lab Outline

1. Introduction to the computer keyboard
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Participation / Attendance

Your participation score will be based on several factors, discussion board responses, homework, and test submissions. Students will be dropped from this course as a "no-show" if they do not attend the initial mandatory face-to-face meeting on Tuesday, January 10th. 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. Monday, February 7 this the final drop date for this course.

Academic Integrity:

Students must exhibit professional classroom behavior. Students play an important role in establishing and maintaining a positive learning environment. Students are expected to demonstrate proper classroom behavior and adhere to basic classroom etiquette such as turning off mobile communication devices before class.

Active class participation requires you to come to class and be prepared to work.

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 is playing 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 is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work. Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, and expulsion from the college.

Emails must contain at least the following information: your name, which class you are in (OT-150), and the subject of your message in the subject line of the email (e.g. Question about Homework Assignment). Emails that do not contain the above identifying information may be deemed spam/junk and may be inadvertently deleted.

Late Work Policy:

 Late work will not be accepted. These policies are designed to help you stay on track, have meaningful participation, and success in the course. If you know in advance that you have a time conflict with due dates for any assignments as well as exam dates, please let me know immediately, so we can make proper arrangements. Any supporting document (e.g., hospitalization, jury duty, military service etc.) shall be present to arrange outside of the time it is being offered.

Disabled Students Programs & Services (DSP&S):

DSP&S provides instruction and services to students with disabilities that are designed to increase access to Reedley College instructional programs. Students with verified disabilities that result in educational limitations may receive services through the DSP&S program to assist them in their educational endeavors at the college. Services include specialized instruction, testing accommodations, notetaking, electronic text, other forms of alternate media, ASL interpreting, adaptive equipment, mobility assistance, specialized educational counseling and planning, priority registration, and specialized tutoring.

Accessibility:

Federal and state regulations require that all online course materials must be made available in accessible electronic format. · The district, the college, the Office of Instruction, the DSPS office, the Office of Innovation, Technology Services, and instructor is aware the course must be in compliance with requirements regarding EIT (Electronic and Information Technology) pursuant to Section 508 of the Rehabilitation Act and provisions of California

Government Code Section 11135. · The district, the college, the Office of Instruction, the DSPS office, the Office of Instructional Innovation and instructor agree to provide course content in an accessible electronic format. If you need support in creating accessible content contact the Office of Instructional Innovation at 559-638-0300 ext. 3152. · Online courses are required to follow federal regulations that ensure equitable rights and opportunities to individuals with disabilities. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities within institutions that are federally funded. Unlike Section 508, which requires course content be created in accessible format, the ADA and Section 504 require instructors to provide academic adjustments and auxiliary aides to students with disabilities if approved by the institution's DSP&S office and/or ADA Coordinator. This is applicable, in both face-to-face and online courses.

Test:

Timed keyboarding tests will be administrated at the end of each lesson. Please keep in mind that points will be subtracted if the student does not complete each task "by touch" and/or within the "error limit".

Your progress will be recorded by the program GDP.

Test will be graded on Accuray, Speed, and Technique.

Final Exam:

The date and time of the exam is Tuesday, March 7, 2023, our last day of class.

Goal for the Final Exam will be: 32 wpm in 3 minutes.

Students must key 25 wpm in a 3-minute timed test with 3 or fewer errors 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!!

Course Evaluation:

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

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

Tentative Schedule (Subject to Change)

Dates	Units	Assignments & Exams
01/10/23	Unit 1	Introduction to lesson 1

01/17/23	Unit 1	Lessons 2-5
01/24/23	Unit 2	Lessons 6-7
01/31/23	Unit 2	Lessons 8-10
02/07/23	Unit 3	Lessons 11-13
02/14/23	Unit 3	Lessons 14- 15
02/21/23	Unit 4	Lessons 16 -18
02/28/23	Unit 4	Lessons 19- 20
03/07/23	Final Exam Due	Final Exam Due
03/10/23	**All Homework Due**	**Last Day of Course**

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