Three Rivers Community College

Fall 2007

Syllabus

BOT 111

KEYBOARDING FOR INFORMATION PROCESSING

CRN #30042

3 Credit Hours

Tuesdays

6:30-9:15 p.m.

Mohegan Campus, Room SB 075

Instructor:	Betti Gladue
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Office Telephone:	892-5768 (Please leave voice mail message)
Office Location:	Mohegan Campus - Faculty Offices Area
Office Hours:	Tuesdays and Thursdays
	9:30-11:00 a.m. (or by appointment)

Course Description:

This course introduces students to IBM compatible computer knowledge, correct keyboarding techniques, instructions on how to format documents, and an introduction to Microsoft Word. Additional applications which are introduced include business letters, tabulation and centering, and reports. Although a requirement for Business Office Technology majors, this course is a necessity for anyone with a computer in their future or desiring typing fluency. All students will be tested the first week of classes and may be excused from the keyboard introduction portion of the course. FULFILLS COMPUTER LITERACY REQUIREMENT.

Objectives:

1. To type letters, figures, and commonly used symbol keys by touch using proper stroking techniques in order to develop both speed and accuracy in the use of the keyboard.
2. To use those techniques which are the most efficient in handling the operative parts of your computer and printer.
3. To use the basic rules underlying the arrangement of copy and to apply skill and understanding to the production of a variety of documents.
4. To type from printed, script, corrected, and revised copy.
5. To proofread your copy for typographical accuracy and to evaluate its acceptability as a finished piece of work.
6. To become proficient in basic Microsoft Word functions.
7. To develop the ability to compose at the keyboard and assess work for grammatical correctness.

Instructional Modes:

1. Demonstration
2. Individual Practice
3. Production (In Class Work - Lab)
4. Homework
5. Lecture
6. Discussion

Materials:

Keyboarding & Word Processing, Microsoft Word 2003, Lessons 1-60; by VanHuss, Forde, Woo and Hefferin; South-Western, 2006   ISBN: 0-538-72800-0

A folder or binder for handouts, notes, and papers

Assignments, Test Dates, and Due Dates:

Assignments will be given in class. It is strongly suggested that notes be taken on new material and compiled into a reference manual or folder over the course of the semester.

Type your name and assignment number at the top of each page in the right-hand corner. Staple related parts together, and save all papers returned to you.

     Example: Joe Smith - Lesson 1

Grades on assignments not submitted by due date will be given a lowered grade.

You are responsible for staying informed on all assignments, expectations, and class procedures. I will post your homework assignments in Vista (vists.ctdlc.org).

Timings:

Timings are part of the grading scheme. You will begin with one-minute timings and progress to three-minute ones. The following grading scale will be used for the three-minute timings. You will be allowed a maximum of five errors, and you must attain two timings in a speed range to earn that particular grade. Example: Timings at 31 and 34 wam (words a minute) qualify for a grade of 70.

45+	wam	=	100%
40-44	wam	=	90%
35-39	wam	=	80%
30-34	wam	=	70%
25-29	wam	=	60%

Evaluation Procedures:

Your final grade will be determined by a combination of production, tests, timings, and the final exam grade.

Production/Homework/Quizzes	1/3
Timings	1/3
Final Exam	1/3

Final Grade Scale:

A	=	94 -100
A-	=	90 - 93
B+	=	87 - 89
B	=	83 - 86
B-	=	80 - 82
C+	=	77 - 79
C	=	73 - 76
C-	=	70 - 72
D+	=	67 - 69
D	=	63 - 66
D-	=	60 - 62
F	=	00 - 59

W	=	Withdrawal
I	=	Incomplete
P / F	=	Pass / Fail
AU	=	Audit

Attendance Policy:

Attendance is essential to success in this course. Keyboarding is a skill that needs to be practiced. You are expected to attend all classes in order to receive full benefit from instruction, in-class work, lectures, discussions, timings, and handouts.

If you miss a class, it is your responsibility to find out what was covered during your absence and what was assigned for homework. I post all homework assignments in Vista (vista.ctdlc.org).

Classroom Policy:

I respect you and expect respect from you. Being a mature college student entails responsibility. This means you are responsible for yourself, your education, your assignments, your behavior, your attitude, your timeliness, and your contributions to the classroom atmosphere. I expect all students to be prompt, attentive, prepared, supportive of their classmates, and contribute to a positive classroom atmosphere.

College Withdrawal Policy:

A verbal "drop or withdrawal" from course(s) will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRN), description/subject and instructor's name, and if you have VA / FA benefits. Verbal drops or verbal withdrawals are processed through the Registrar's Office and Subase site ONLY.

Academic Dishonesty:

Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College's policy will be enforced.

Cellular Phones and Beepers:

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to me prior to class so that we can arrive at an agreement.

Disabilities and Learning Difference Statement:

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

Early Warning Policy:

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

Class Schedule:

The class schedule is attached to the last page of this syllabus. Although I would like to adhere to this schedule as much as possible, unforeseen events (i.e., weather) and purposeful changes (i.e., guest speakers) will require modifications. I reserve the right to make changes to this schedule as the semester progresses.

Notification of Cancelled Class:

If I am unable to attend a class, I will post an announcement in WebCT Vista – (http://vista.ctdlc.org). Obviously, if the College has announced a full college closing, I will not be in attendance.

Additional Comments:

A substantial amount of out-of-class practice is required for success in this skill course. Additional practice needs to be done as new keys are presented. Do not expect your speed and accuracy to reach acceptable levels if this practice is not done. There will also be out-of-class assignments throughout the semester which need to be completed using Microsoft Word. If you do not have the needed software at home, computer lab time is available. Hours of room availability are posted at the beginning of each semester.

Changes to Syllabus:

I reserve the right to make changes and modifications to this syllabus.

Login Instructions:

With the implementation of MIIS, the new configuration of student logons are as follows:

Username will be their banner id without the @

Password is Mmm&xxxx where Mmm is the first 3 letters of month of birth (with initial capitalization) and the xxxx is the last 4 numbers of the social security number.

Log on to: Must be STARS

BOT K111
KEYBOARDING FOR INFORMATION PROCESSING
TENTATIVE SCHEDULE, FALL 2007

Session	Date	Lessons
1	August 28	Introduction, Lesson 1 & Lesson 1R, and Exemption Test
2	September 4	Lesson 2 & 3
3	September 11	Lesson 4 & 5
4	September 18	Lesson 6 & 7
5	September 25	Lesson 8 & 9
6	October 2	Lesson 10 & 11
7	October 9	Lesson 12 & 13
8	October 16	Lesson Skill Builders & Lesson 26 (Exempt Students Return)
9	October 23	Lesson 27 through 29
10	October 30	Lessons 30 through 32
11	November 6	Lessons 33 through 35
12	November 13	Lesson 36 & 37 & 44
13	November 30	Review
14	December 4	Final Exam