

**Three Rivers Community College**

**Spring 2007**

**Syllabus**

**BOT 111**

**KEYBOARDING FOR INFORMATION PROCESSING**

**#10548**

**3 Credit Hours**

**Tuesdays and Thursdays**

**11:00 am - 12:20 pm**

**Room 308**

<b>Instructor:</b>	<b>Betti Gladue</b>
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<b>Office Telephone:</b>	<b>892-5768 (Please leave voice mail message)</b>
<b>Office Location:</b>	<b>Mohegan Campus, Room 4</b>
<b>Office Hours:</b>	<b>Tuesdays &amp; Thursdays 9:30-11:00 (or by appointment)</b>
<b>Website:</b>	<b><a href="http://vista.ctdlc.org">http://vista.ctdlc.org</a></b>

## **Course Description**

IBM compatible computer knowledge, correct keyboarding techniques, instructions on how to format documents, and an introduction to Microsoft Word are the main components of this course. 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 that 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**

- College Keyboarding: Keyboarding & Word Processing, Microsoft Word® 2003, Lessons 1-60; by VanHuss, Forde, Woo Hefferin; South-Western, 2006, 16<sup>th</sup> Edition. 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. Please make several friends in this class. Write down their names and phone numbers so you can call them for missed notes and homework assignments. I will also list the homework assignments on Vista WebCT.

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.

## **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

## **Makeup**

A makeup test will be given only if you have notified me personally and received approval prior to the test. The test needs to be completed within one week of your return. No assignments will be accepted or makeup tests given after the last class before the final exam unless you have secured prior approval from me.

## **College Withdrawal Policy**

A verbal “drop or withdrawal” from course(s) will be accepted through the 10<sup>th</sup> 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 they are using VA / FA benefits. Verbal drops or verbal withdrawals are processed through the Registrar’s Office and Subase site ONLY.

## **Instructor's Attendance Policy**

Consistent attendance at class meetings is crucial to success in a skills course. Class instruction and drill provide an opportunity for you to develop the speed, accuracy, and production knowledge necessary for this success. Therefore, you are expected to attend all classes in order to receive full benefit from instruction, practice, lectures, and review of handouts. Attendance tends to have a strong influence on a student's successful completion of the course.

Gratuitous cutting is strongly discouraged. A student who must miss more than six hours should formally withdraw from the course through the Registrar's Office to avoid penalty. Students who miss more than six hours and who do not formally withdraw may receive an "F" for the course. Students having attendance problems should speak with the instructor before taking any action.

## **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 the instructor prior to class so that together they 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.

## **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.

## **Login Instructions**

Logon procedure is 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**

## **Notification of Cancelled Class**

If circumstances allow, I will post an announcement in WebCT Vista – (<http://vista.ctdlc.org>) if I am unable to attend a class. If you would like to also be alerted via e-mail, please send me an e-mail message from the address you would like to be contacted at. My e-mail address is: bgladue@trcc.comnet.edu. A general e-mail message will be sent to everyone who has previously requested this option. Obviously, if the College has announced a full college closing, I will not be in attendance.

**BOT K111**  
**KEYBOARDING FOR INFORMATION PROCESSING**  
**TENTATIVE SCHEDULE, SPRING 2007**

<b>Session</b>	<b>Date</b>	<b>Lessons</b>
1	January 23	Introduction, Lesson 1, Exemption Test
2	January 25	Lesson 1R
3	January 30	Lesson 2
4	February 1	Lesson 3
5	February 6	Lesson 4
6	February 8	Lesson 5
7	February 13	Lesson 6
8	February 15	Lesson 7
9	February 20	Lesson 8
10	February 22	Lesson 9
11	February 27	Lesson 10
12	March 1	Lesson 11
13	March 6	Lesson 12
14	March 8	Lesson 13
15	March 13	Skill Builders
16	March 15	Skill Builders

<b>Session</b>	<b>Date</b>	<b>Lessons</b>
17	March 20	SPRING BREAK – NO CLASS
18	March 22	SPRING BREAK – NO CLASS
19	March 27	Lessons 26-27 (Exempt Students Return)
20	March 29	Lessons 28-29
21	April 3	Lesson 30 & 31
22	April 5	Lessons 32
23	April 10	Lessons 33
24	April 12	Lessons 34
25	April 17	Lesson 35
26	April 19	Lesson 36
27	April 24	Lesson 37
28	April 26	Lesson 44
29	May 1	Review
30	May 3	Final Exam