Three Rivers Community College

Spring 2006

Syllabus

BOT 111

KEYBOARDING FOR INFORMATION PROCESSING

3 Credit Hours

Tuesdays and Thursdays

11:00 am – 12:20 pm

Instructor:	Betti Gladue
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Office Location:	Mohegan Campus, Room 4
Office Hours:	Tuesdays & Thursdays 9:30-11:00 (or by appointment)

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   ISBN: 0-538-97223-8

- 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 <u>name</u> and <u>assignment number</u> 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 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 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, if 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

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, SPRING 2006

Session	Date	Lessons
1	January 24	Introduction, Lesson 1, Exemption Test
2	January 26	Lesson 1R
3	January 31	Lesson 2
4	February 2	NO CLASS (Instructor Out)
5	February 7	Lesson 3
6	February 9	Lesson 4
7	February 14	Lesson 5
8	February 16	Lesson 6
9	February 21	Lesson 7
10	February 23	Lesson 8
11	February 28	Lesson 9
12	March 2	Lesson 10
13	March 7	Lesson 11
14	March 9	Lesson 12
15	March 14	Lesson 13
16	March 16	Skill Builders

Session	Date	Lessons
17	March 21	SPRING BREAK – NO CLASS
18	March 23	SPRING BREAK – NO CLASS
19	March 28	Lessons 26-27 (Exempt Students Return)
20	March 30	Lessons 28-29
21	April 4	Lesson 30
22	April 6	Lessons 31
23	April 11	Lessons 32
24	April 13	Lessons 33
25	April 18	Lesson 34
26	April 20	Lesson 35
27	April 25	Lesson 36
28	April 27	Lesson 37
29	May 2	Lesson 44
30	May 4	Review
31	May 9	Final Exam