

# Course Syllabus

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**Department** : OFST  
**Course Title** : Beginning Keyboarding  
**Section Name** : POFT 1429.11  
**Start Date** : 8/27/2012  
**End Date** : 12/13/2012  
**Modality** : FACE-TO-FACE  
**Credits** : 4

## Instructor Information

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**Name** : Wende Ramos  
**OC Email** : [wramos@odessa.edu](mailto:wramos@odessa.edu)  
**OC Phone #** : 432.335.6488

### Office Hours:

**Monday** 8-8:30 a.m.  
10 a.m. -12:30 p.m.  
5-5: 30 p.m.  
**Tuesday** 11 a.m. – 12:30 p.m.  
**Wednesday** 8-8:30 a.m.  
10 a.m. -12:30 p.m.  
5-5:30 p.m.  
**Thursday** 11 a.m. – 12:30 p.m.  
**Friday by Appointment**

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

### **Course Description**

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Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents

### **Prerequisites/Corequisites**

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None

ICOS

1,2,3

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### **Course Objectives**

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1. \*Create documents following directions in manuals.
2. \*Demonstrate use of correct language art skills, grammar, and punctuation.
3. Format/Transcribe documents.
4. \*Proofread documents.
5. \*Identify written information in instructions.
6. \*Use computer to process information.
7. \*Demonstrate ability to boot and exit a program on a computer.
8. Complete centering problems, level 1.
9. Key and forma tables, level 1.
10. Key and format manuscripts, reports, and employment documents, level 1.
11. Key and format memos and letters, level 1.
12. Produce documents in mailable form within a specified time frame.
13. \*Demonstrate ability to keyboard a minimum of 35 wpm on a 5-minute timing with 5 or fewer errors.
14. Attain an average grade of 80 percent on completion of the Cortez Peters program.
15. Manage time and stay on schedule.
16. Use and store materials.
17. \*Organize and maintain information.

\*INDICATES INTEGRATED, CORECURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

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### Required Readings/Materials

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Gregg College Keyboarding and Document Processing for Windows, 11<sup>th</sup> Edition,  
Glencoe/McGraw-Hill HOME VERSION

### Course Requirements (Lectures, Assignments and Assessments)

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DATES	ASSIGNMENT	DESCRIPTION
8/27-9/9	Unit 1 Lessons 1-5	KEYBOARDING: THE ALPHABET.
8/27-9/9	Unit 2 Lesson 6-10	KEYBOARDING: THE ALPHABET
9/10-9/16	Unit 3 Lesson 11-15	KEYBOARDING: NUMBERS AND SYMBOLS
9/17-9/23	Unit 4 Lesson 16-20	KEYBOARDING: NUMBERS AND SYMBOLS
9/24-9/30	Unit 5 Lesson 21-25	WORD PROCESSING AND E-MAIL
10/1-10/7	Unit 6 Lesson 26-30	CORRESPONDENCE
10/8-10/21	Unit 7 Lesson 31-35	REPORTS
10/22-10/28	Unit 8 Lesson 36-40 TEST 2	TABLES
10/29-11/4	Unit 9 Lesson 41-45	CORRESPONDENCE
11/5-11/11	Unit 10 Lesson 46-50	REPORTS
11/12-11/18	Unit 11 Lesson 51-55	EMPLOYMENT DOCUMENTS
11/19-12/2	Unit 12 Lesson 56-60	SKILLBUILDING AND IN-BASKET REVIEW

12/3-12/9	REVIEW FOR FINAL	
Tuesday, December 11, at 8- 10:30a.m.	Final TEST 3	Tuesday, December 11, at 8-10:30a.m

### Grading Policy

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Homework 40%

Tests 30%

Timed Writings 30%

Timings are graded as follows:

35-40wpm A

30-34wpm B

25-29wpm C

21-24wpm D

### DEPARTMENTAL POLICY:

**NO LATE WORK ACCEPTED OR MAKE-UP TESTS GIVEN.**

### ATTENDANCE POLICY:

Class attendance and preparation are essential in order to gain a full understanding of this course. Student attendance at EVERY class is expected. More than **FIVE** absences will jeopardize your grade. Your final grade average will drop one point for every absence over **FIVE**.

### Special Needs

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Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

### Learning Resource Center (Library)

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The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian "](#) service provide additional help.

## Student E-mail

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Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Student Portal

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Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Technical Support

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For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

## Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

### Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and

- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
    - return classroom activities and homework within one week of the due date and
    - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

#### Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - attend class regularly to keep up with assignments and announcements.

#### **Disclaimer**

**\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432.335.6486 or [nstewart@odessa.edu](mailto:nstewart@odessa.edu).**