

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : Office Systems Technology

Course Title : Speed and Accuracy

Section Name : POFT 2303

Start Date : 08/27/2012

End Date : 12/13/2012

Modality : ONLINE

Credits : 3

Instructor Information

Name : Wende Ramos

OC Email : wramos@odessa.edu

OC Phone # : 432.335.6488

Office Hours for Fall

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

Arrangements may be made for additional hours as needed; contact me at 432.335.6488 or email at wramos@odessa.edu .

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

Review, correct, improve, and/or perfect touch-keyboarding techniques for the purpose of increasing speed and improving accuracy. Lab fee required.

Prerequisites/Corequisites

Beginning Keyboarding POFT 1429

ICOs

1,2,3

Course Objectives

1. Demonstrate skill in following directions in completion of course.
2. *Proofread documents, level 2.
3. *Manage time and stay on schedule.
4. *Organize and maintain records
5. Maintain accuracy and speed in inputting material, level 2.
6. Complete in-basket exercises in mailable form in a specified time, level 2.
7. *Use and store materials.
8. Achieve minimum of five (5) timed writing with five (5) or less errors.

*INDICATES INTEGRATED, CORECURRICULUM SKILLS

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

Required Readings/Materials

Skill Building Pro, Sharp and Johnson, Version 1.1

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignment	Description
8/27 -9/2	Lessons 1, 2, 3 Timed Writing(5 Min) 1	Speed Emphasis
9/3- 9/11	Lessons 4, 5, 6 Timed Writing(5 Min) 2	Speed Emphasis
9/12-9/18	Lessons 7, 8, 9 Timed Writing (5 Min) 3	Accuracy Emphasis
9/19-9/25	Lessons 10, 11, 12 Timed Writing (5 Min) 4	Accuracy Emphasis
9/26-10/2	Lessons 13, 14, 15 Timed Writing(5 Min) 5	Accuracy Emphasis
10/3-10/9	Lessons 16, 17, 18 Timed Writing(5 Min) 6	Accuracy Emphasis
10/10-10/16	Lessons 19, 20, 21 Timed Writing(5 Min) 7	Accuracy Emphasis Speed Emphasis
10/17-10/23	Lessons 22, 23, 24 Timed Writing(5 Min) 8	Speed Emphasis
10/24-10/30	Lessons 25, 26, 27 Timed Writing(5 Min) 9	Speed Emphasis
10/31-11/6	Lessons 28, 29, 30 Timed Writing (5 Min) 10	Accuracy Emphasis
11/7-11/13	Lessons 31, 32, 33, 34 Timed Writing(5 Min) 11	Accuracy Emphasis
11/14-11/20	Lessons 35, 36, 37, 38 Timed Writing(5 Min) 12	Accuracy Emphasis
11/21-11/27	Lessons 39, 40, 41, 42 Timed Writing (5 Min) 13	Speed Emphasis
11/28-12/4	Lessons 43, 44, 45, 46	Speed Emphasis

	Timed Writing(5 Min) 14	
12/5-12/7	Lessons 47, 48, 49, 50 YEA!!!!	Accuracy Emphasis
	Timed Writing(5 Min) 15	
12/10 MONDAY	PLEASE CONTACT ME ABOUT RETAKING SOME OF YOUR LOWER TIMED WRITINGS. YOU CANNOT RETAKE ANY ZEROS. THIS IS TO HELP IMPROVE YOUR CLASS AVERAGE.	

Grading Policy

GRADING SCALES	GRADING PERCENTAGES
A = 90-100	Homework (lessons) - 40%
B = 89-80	Timed Writings - 60%
C = 79-70	
D = 69-60	
F = Below 59	

DEPARTMENTAL POLICY

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

Special Needs

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)

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

Please access your Odessa College Student E-mail, 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

Please access your Odessa College Student E-mail, 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

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.

Important School Policies

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

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online 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 within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; 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
 - post grades for discussion postings within one week of the discussion thread closing.
 - 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
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or 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
 - getting "kicked off" of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
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,
 - access my course several times during the week 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.**