

# Syllabus – CIS 71B Keyboarding

CRN 30191

meets January 31 to May 26

Distance Education, Spring 2017

**Instructor:** Victoria Austin

**Email:** [cis71class@gmail.com](mailto:cis71class@gmail.com)

**Office Hour:** Wednesday 5:30-6:30 PM in 803, the [campus computer center](#). You are not required to come on campus for this class, but I will be available at this time if you need face to face assistance. I may be available other times by appointment. The instructional assistants in 803 can also help you with general questions about the class, how to use the keyboarding program, or how to use Blackboard.

**Instructor Website:** <http://lpc1.clpccd.cc.ca.us/lpc/vaustin/>

**Blackboard Website:** <http://clpccd.blackboard.com/>

## Course Description:

Introduction to the numbers and symbol keys on the computer keyboard for touch-typing. Learn basic keyboarding techniques for accuracy and speed. This course is the second in a series of sequential courses in Keyboarding instruction. Students are advised to take these courses in sequence for best keyboarding results. It is especially important to start with 71A if you have no previous keyboarding experience.

This online class will be available for the full semester. There are 10 lessons plus timed keyboarding assessments. This syllabus will guide you through lessons and assessments to be submitted for grades. Information for each assignment will be posted in the *Lessons and Assignments* link in Blackboard. Any updates or changes will appear in the *Announcements* section of Blackboard.

You can always turn in work early, but there are due dates for all your work. You will learn more and retain more of what you learn if you spread the work out and do it in smaller segments. Note that you cannot get credit for the work if you try turning it all in at the last moment, since there are penalties for late work.

## **Expected Outcomes for Students:**

- Demonstrate accurate keyboarding input for all keys on the keyboard at the net words per minute (adjusted for errors) rate of 22 nwpm or better, apply typing technique to avoid muscle strain or injury, and demonstrate proofreading skill.
- Successful completion of this course will enable student to demonstrate a proficiency of 30 gwam on a 3-minute write with 3 or fewer errors

Upon completion of this course, students will be able to:

- Operate by touch the numbers and symbol keys of the computer keyboard
- Understand and use proper typing technique
- Use correct spacing with punctuation

## **Required Text/Materials:**

The textbook for this class will be used for 71A, 71B, and 71C.

College Keyboarding, Ober/Johnson/Zimmerly, Gregg, 11th edition, Kit 4, Lesson 1-20 (with CDP 11e Online Software Registration Card)

[Link to bookstore to order this text](#)

The book can also be ordered directly from the publisher by [using this link](#). You will need both the spiral bound book, and the access card to use the publisher's online site where you will be completing the lessons. You can also look for a used copy of the book, then purchase access to the web site when you log into the class. The ISBN is 978-0077344221.

Internet access is also needed to complete the work, since your lessons are all accessed through your web browser. You can use a Windows PC or a Mac to complete your work. Work can also be completed from any computer in the Las Positas Computer Lab in room 803.

If you are not sure about whether you will stay in this class or you need a few days for your financial aid award to come in before you can order your book and access code, contact the instructor about gaining temporary access to the class for a short period at the beginning of the term.

## **Course Format**

The class is divided into lessons that correspond to activities described in the the *Lessons and Assignments* link in Blackboard. You should plan on completing about one unit each week; each unit will take approximately 2-4 hours. Early work is always accepted. There are due dates for each assignment. If you complete work after the due date, you will only receive partial credit for the late work.

To successfully complete this class, you will need to do all sections of Lessons 11-20 using the Gregg Document Processing (GDP) web-based software and your textbook, plus four timed writing assessments at the end of the term. Your work will be stored at the web site, and will be credited as it's completed there. Instructions for how to create your account and complete your lessons are in Blackboard.

### **Attendance Policy**

Active participation is the key to your success in an online class. Students are expected to keep up with deadlines for assignments, and to check email regularly. Students must log into the class at least once a week, though more often is preferable, and students who do not log in regularly may be dropped from the class. The instructor can use course management tools to establish whether a student has met the attendance requirement.

### **Drop Policy**

The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the class schedule listing. For these courses, instructors may drop students who do not log into their Blackboard course and/or complete indicated activities by the third day of classes. This class always fills and has a waiting list, so I will drop students who don't start the work right away. You can start working on the class even before you have your textbook; look in Blackboard and you will see work that can be completed without your textbook.

Additionally, college policy allows instructors to drop students who do not complete any work for two consecutive weeks of class. Please do not expect to complete this class all in the last few weeks of the semester. You won't learn much, and you won't get credit for your work if it's all turned in at the last minute.

## Evaluation/Grading:

Course grade will be based on students completing all Lessons (11-20), and assessment timings with minimal errors. Early work is always accepted, late work turned in within one week of the due date is worth half credit, and work is not worth anything if it's later than that. Completing this class successfully means finishing about one lesson or unit per week on average.

There is no extra credit offered for this class.

A word about incomplete work: the *incomplete* grade was never intended for students who simply get behind in their work; it is intended to accommodate a student with an unforeseen disastrous event that makes it impossible to finish classwork on time. Do not request an incomplete unless you are (1) doing passing work at the time of the request and (2) able to document the reason for the request.

## Grade Components

- Assignment completions 50%
- Official Timed Writing 50%

Grading Scale for Official 3 minute timed writing with 3 or fewer errors, in gwam (gross words per minute):

<b>GWAM</b>	<b>Grade</b>	<b>GWAM</b>	<b>Grade</b>
30+	A	24	C+
29	A-	21-23	C
28	B+	20	C-
26-27	B	19 or fewer	No Pass
25	B-		

## Dropping the class:

If you choose to drop the class, please go to Admissions and Records and drop the class yourself. *Do not assume you will be dropped if you stop submitting work for the class.*

### **Cheating and plagiarism:**

If you are caught cheating, a report will be submitted to the Dean of Students Services for investigation and disciplinary action. Examples of cheating: copying test answers, copying work off the Internet, turning in work that is copied from another student, copying material in written assignments without giving credit to the author. Please understand that I take this issue very seriously. Any plagiarized or copied assignments, including timed writing tests and the research paper, will earn a grade of zero for that work. If you have questions about what that means, please refer to the college's academic honesty statement at <http://www.laspositascollege.edu/facultystaff/honesty.php>

### **Things you need to do to succeed in this class:**

- Stay on the assigned schedule and submit work regularly
- Practice, practice, practice - Good keyboarding technique and accuracy comes from practice
- Read the textbook and assigned materials
- Complete **all** assignments

### **Weekly Assignments:**

Plan on doing one unit per week. You will see an indication in the syllabus below to suggest when work should be turned in.

For the few students who are attempting to complete more than one section of keyboarding during a single semester - not recommended - the classes will be completed on a compressed schedule one after the other. Contact me for details at [cis71class@gmail.com](mailto:cis71class@gmail.com).

### **Outline and assignments**

Unit	Assignment	Due Date
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1	<p>Send an email to instructor at <a href="mailto:cis71class@gmail.com">cis71class@gmail.com</a></p> <ul style="list-style-type: none"> <li>- Read this syllabus</li> <li>- Read the <i>Introduction to the Student</i> section (before the numbered pages) on pages xvii to xix of the book</li> <li>- Set up your Student Account in GDP using the instructions found in Blackboard</li> </ul> <p>Complete Lesson 11 in Unit 3: 2, 9 and hyphen [-]</p> <ul style="list-style-type: none"> <li>- To complete the lesson, you need to do sections 11A through 11I plus Lesson 11 Enrichment</li> <li>- Your completed work will be stored in the cloud (online storage site), where the instructor can access reports to see that your work is completed.</li> </ul>	2/6
2	Complete Lesson 12: 8, 5, and apostrophe [']	2/13
3	Complete Lesson 13: 4, 7, and colon [:]	2/21 (2/20 is Presidents' Day)
4	Complete Lesson 14: 6, 3, and forward slash [/]	2/27
5	Complete Lesson 15: Review	3/6
6	Complete Lesson 16: Ampersand [&], dollar sign [\$], and 0	3/13
Spring Break is March 20-25		
7	Complete Lesson 17: 1, question mark [?], and <i>at</i> sign [@]	3/27
8	Complete Lesson 18: Percent sign [%], right and left parentheses ([()]), and pound sign [#]	4/3
9	Complete Lesson 19: Quotation marks ["], exclamation point [!], and asterisk [*]	4/10
10	Complete Lesson 20: Review	4/17
11	Practice 3 Minute Timings	4/24
12	Official Timing 1	5/1
13	Official Timing 2	5/8
14	Official Timing 3	5/15

15	Official Timing 4	5/26 (last day of exams)
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### Technical Support

For more information on how to log into Blackboard and other technical support issues, visit <http://www.laspositascollege.edu/onlinelearning/> or call 925 424 1142. Support hours and details are listed [here](#).

The software publisher's technical support web site is located [here](#).

### ADA Accommodations

Students with documented disabilities needing accommodations are encouraged to discuss their needs with the instructor either by email or by making an appointment during office hours. More information may be obtained through the Disability Resource Center at 925 424 1510 or online at <http://www.laspositascollege.edu/DSPS/index.php> . Confidentiality of student's disability is maintained in accordance with the Family Education Rights and Privacy Act.

### Confidentiality of Email and Online Materials

All students' email addresses may be available to other students in class. Although some assignments in an online course may require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication. However, students should recognize that email and other electronic media are never totally secure. The use of Las Positas's website, email, and Blackboard software for the creation and/or distribution of material not pertaining to course participation is prohibited and may be grounds for disciplinary actions according to College Policy. Such actions include, but are not limited to, the inappropriate use of email and discussion boards for harassment, unlawful solicitation, spamming, and use of Blackboard to link to inappropriate materials.

[Las Positas Academic Calendar with important dates and deadlines](#)