Syllabus – CIS 71C Keyboarding: Skills Improvement

CRN 30192
meets January 31 to May 26

Distance Education, Spring 2017

Instructor: Victoria Austin

Email: cis50class@gmail.com

Office Hour: Wednesday 5:30-6:30 PM in 803, the 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: Development of keyboarding skill for those students who have learned the location of the keys on the keyboard by touch and are ready to increase speed. The keyboarding software analyzes participant's typing technique and suggests practice that will help the student to type faster. Skill progress is measured by keying text within specified time limits. This course is the third in a series of sequential courses in Keyboarding instruction.

Students should know the location of the keys on the keyboard before attempting this course. A typing speed of at least 25 wpm is also important to completing this course successfully. Strongly recommended: 71B competency.

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 completing it all at the last moment, since there are penalties for late work.

Expected Outcomes for Students:

- Demonstrate accurate keyboarding input at the net words per minute rate that show improvement over the student's own initial benchmark keyboarding skill of 10 or more words per minute on 5 minute timed writings.
- Successful completion of this course will enable student to demonstrate a proficiency of 35 gwam on a 5-minute write with 5 or fewer errors

Upon completion of this class, students will be able to:
- Operate by touch the letters and support keys of the computer keyboard
- Demonstrate 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)

The book can be ordered from the bookstore or 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 *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 Assignments listed in Blackboard using the Gregg Document Processing (GDP) web-based software and your textbook. 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. Once the lessons are completed, there are four timed writing assessments to complete.

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.

Evaluation/Grading:

Course grade will be based on students completing all assigned work, with demonstrated improvement in speed and accuracy over the course of the class. There are due dates for each assignment in this syllabus. Early work is always accepted.

There is no extra credit available in 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.

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.

Grade Components
- Assignment completions 50%
- Official Timed Writing 50%

Note that the Grading Scale compares your initial assessment, taken in the first week of class, with your timed writing at the end of the term. Your grade is based on your improvement from the beginning of the term to the end. Grading Scale for Official 5 minute timed writing with 5 or fewer errors, in gwam (gross words per minute):

GWAM Increase	Grade
10 or more	A
9	A-

8	B+
7	B
6	B-
5	C+
4	C
3	C-
2 or less	no credit

Grading Scale

- A = 90% or higher
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = less than 60%

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 about one unit per week. You will see an indication in the syllabus below to suggest when work should be completed.

For the few students who are attempting to complete more than one section of keyboarding (71A, 71B, and 71C) 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.

Outline and assignments

Unit	Assignment	Due Date
1	Send an email to instructor at cis71class@gmail.com - Read this syllabus - Read the *Introduction to the Student* section (before the numbered pages) on pages xvii to xix of the book - Set up your Student Account in GDP using the instructions found in Blackboard Complete your starting assessment. Directions for completing this are in Unit 1 in Blackboard. - Your completed work will be stored in the cloud, where the instructor can access reports to see that your work is completed.	2/6
2	Unit 3, Lesson 15 - Review	2/13
3	Unit 4, Lesson 20 Review	2/21 (2/20 is Presidents' Day)

4	MAP (Misstroke Analysis and Prescription Program) + Alphabet	2/27
5	MAP + Numbers Practice Timed Writing 1	3/6
6	Sustained Practice Practice Timed Writing 2	3/13
Spring Break is March 20-25		
7	Progressive Practice	3/27
8	Complete the Practice 5-Minute Timed Writings	4/3
9	Symbols and Numbers Practice	4/10
10	Punctuation and Grammar Practice Practice 5 Minute Timed Writing	4/17
11	Practice 5 Minute Timed Writing	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)

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. There are videos and other material which may be useful, especially as you are getting started.

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 harrassment, unlawful solicitation, spamming, and use of Blackboard to link to inappropriate materials.

Las Positas Academic Calendar with important deadlines and dates