Course Syllabus – POFT 1127

Introduction to Keyboarding

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

<table>
<thead>
<tr>
<th>Instructor Information</th>
<th>Course Information</th>
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<tbody>
<tr>
<td>Instructor: Pat Byars</td>
<td>Beginning &amp; Ending: 1/10-3/19</td>
</tr>
<tr>
<td>eMail: <a href="mailto:pbyars@dcccd.edu">pbyars@dcccd.edu</a></td>
<td>Class Times: 9 am-10:20 am/Online</td>
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<tr>
<td>Telephone: 972-860-4140 or 4174</td>
<td>Prerequisites: None</td>
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<tr>
<td>Office Hours/Virtual Hours: TR 9 am-11:50 am/Online</td>
<td>Attendance Certification Date: 1/27/15</td>
</tr>
<tr>
<td>Supervisor: Sharon Burton, <a href="mailto:sburton@dcccd.edu">sburton@dcccd.edu</a>; 972-860-4163</td>
<td>Class Drop Date: 2/27/15</td>
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<td>College Credits: 1</td>
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COURSE FOCUS

Emphasis is on alphabet, number, and symbol keys by touch will be covered.

TEXT AND REFERENCES

This Web-based course can be taken by purchasing a textbook with a new access code, or taking the course without a textbook and only buying a new access card. Student’s choice. Students taking the course and using a textbook must purchase a new Access Card plus the *Keyboarding Mastery* textbook, Barbara G. Ellsworth, Ellsworth Publishing Company, Chandler, AZ, No ISBN#. Students choosing to take the course without a textbook, must purchase a new Access Card from Ellsworth Publishing Company. Note: The textbook required for this class is **NOT on “Reserve”** in the library. The student must obtain the required materials for class.

COURSE EVALUATION AND GRADING CRITERIA

Drill Work Grade – 25%
This grade will be based on drill work completed from Lessons 1-31. Each Lesson will be graded on 100% of completion. Ten percent will be deducted for each omitted drill. The drill grades will be averaged.

Timing Grade – 75%
The selected timings meeting the error requirement, and the timings must **be within a consistent range of four words per minute**. For example: one timing score is 40 wpm within the error limit. The next highest timing scores within the error limit are between 30-34 wpm. The 40 wpm is not consistent with other timings and will **not be included in the average**.
3-Minute Timings – 35%. This grade will be based on the average of the top three timing speeds of the 3-minute timing speeds with no more than 5 errors for each timing.

2-Minute Timings – 25% - This grade will be based on the average of the top three timing speeds of the 2-minute timing speeds with no more than 3 errors for each timing.

1-Minute Timings – 15% - This grade will be based on the average of the top three timing speeds of the 1-minute timing speeds with no more than 1 error for each timing.

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<tr>
<th>Speed Range</th>
<th>Overall Course Average</th>
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<tr>
<td>35 - 39 words per minute</td>
<td>90-100%</td>
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<tr>
<td>30 - 34 words per minute</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>25 - 29 words per minute</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>20 - 24 words per minute</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>Below 20 words per minute</td>
<td>F</td>
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Late work is accepted up to two weeks past the due date with a 10% late penalty. After two weeks, a zero is recorded in the gradebook. To receive a grade (or CE certificate), you must complete all assignments as required.

NOTE:
The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. Students are responsible for contacting the instructor to seek clarification of any requirement that is not understood.

Classroom students are expected to attend class.

STUDENT LEARNING OUTCOMES (from Texas Higher Education Coordinating Board/Workforce Education Course Manual required learning outcomes)

Demonstrate basic keyboarding techniques.

Upon completion of POFT 1127, the student will be able to

1. Demonstrate proper typing technique.
2. Demonstrate proper posture while keyboarding.
3. Key the alphabetic, numeric, and symbol keys by touch
4. Key a minimum of 25 wpm for 3 minutes with no more than 5 errors.

SCANS COMPETENCIES
The Business Office Systems and Support Department of Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies
Manage time
Use Technology

Foundation Skills
Demonstrate Basic Skills - reading and listening
Demonstrate Thinking Skills – Thinking logically, decision making, problem solving
Exhibit Personal Qualities – Responsibility, self-management, integrity
COMPETITION SCHEDULE
8-WEEK COURSE

<table>
<thead>
<tr>
<th>DAY</th>
<th>ASSIGNMENTS</th>
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| Week 1| Lessons 1 – 4  
Refer to the assignment sheet. |
| Week 2| Lessons 5 – 8  
Refer to the assignment sheet. |
| Week 3| Lessons 9 - 12  
Refer to the assignment sheet. |
| Week 4| SPRING BREAK |
| Week 5| Lessons 13 - 16  
Refer to the assignment sheet. |
| Week 6| Lessons 17 - 20  
Refer to the assignment sheet. |
| Week 7| Lessons 21 - 24  
Refer to the assignment sheet. |
| Week 8| Lessons 25 - 28  
Refer to the assignment sheet. |
Refer to the assignment sheet. |

CLASS POLICIES

Instructor Communication
Your instructor will provide information on ways to contact him/her and will provide the time of office or virtual hours, if applicable.

By email — When sending an email, be sure to include course prefix and number in the subject line. Add your full name in the body of the message. You will receive a response within 48 hours.

Late Assignments
The completion schedule is designed to help you proceed through the assignments so you can complete the course by the end of the term/semester. Points may be deducted for late submissions. Just as in a work environment, if you cannot meet a deadline, you would contact your supervisor to discuss the late submission. Your instructor has the same expectation and has outlined specific guidelines located under the Grading section of this syllabus.

Academic Integrity/Honesty
All assignments in this class is undertaken with the understanding that academic honesty is the only acceptable behavior. Further, it is understood that the instructor sets the standards of academic honesty in the class, determines when these standards have been violated, and determines the consequences of that behavior by the student.

The following instances of academic dishonesty will not be tolerated and if committed, will result in a grade of “F” in the course.

Cheating – intentionally using or attempting to use unauthorized materials, information or student aids in any academic exercise. Specifically
1. Copying from another student’s exercise, chapter/unit assessment, or exam.
2. Using test materials not authorized by the person administering the test.
3. Collaborating with or seeking aid from another student during an assessment of any type without permission from the faculty.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an student’s exercise, chapter/unit assessment, or exam.
5. The unauthorized transporting or removal, in whole or in part, of the contents of the student’s exercise, chapter/unit assessment, or exam.
6. Substituting for another student, or permitting another student to substitute for one’s self, to take student’s exercise, chapter/unit assessment, or exam.
7. Bribing another person to obtain a student’s exercise, chapter/unit assessment, or exam or information about a student’s exercise, chapter/unit assessment, or exam.

Collusion – unauthorized collaboration with another person in preparing work offered for credit i.e., providing exam information to another student, working collectively on assignments intended as individual tasks.

Fabrication – intentional and unauthorized falsification or invention of any information in an academic exercise.

Plagiarism – intentionally representing the words or ideas of another as one’s own in any academic exercise.

Class Attendance
You are expected to regularly attend all classes in which you are enrolled. Class attendance and course progress are your responsibility. It is also your responsibility to consult with your instructor following a period of absence. Once enrolled in the course, it is your responsibility to withdraw from the class should that become necessary.

Before withdrawing from your class, be sure to visit with your instructor to review any options that may be available. Instructors will not automatically drop students who have stopped attending class. Additional information about withdrawing from a class is provided below.

Facilities, Equipment, and Resources

Classroom Environment - Because everyone appreciates a clean and safe environment, eating, drinking, and smoking are not allowed in our classrooms or lab. Our learning environment is open only to adult students, not to children.

Electronic Devices - To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned off in the classroom and in the lab. Only personal electronic devices being studied as part of the class will be allowed to be used in the classroom.

Equipment - Use of computers and equipment in M Building classrooms and lab are for the sole use of students enrolled in Brookhaven College courses.

Software License - As a student enrolled in a class, you are only authorized to use software required for completion of specific class assignments and quizzes/tests. Because of Brookhaven College’s licensing agreement, you may not use this area for any other work, such as typing personal documents.

Technical Requirements and Support
eCampus
Campus courses and online courses require access to a computer, the Internet and email. If you should have any technical difficulties, call 1-866-374-7169 or the eCampus Technical Support and Help Desk at http://dallastelecollege.dcccd.edu/techSupport.html.

- It is your responsibility to have the required software and computer setup to complete the course requirements.
- Technical requirements are identified in the orientation to your class.

Your Computer Issues
You are responsible, not your instructor, for resolving your computer issues. If you continue to experience computer issues, make other arrangements to complete your assignments. Locate another computer to use so you can complete your assignments in a timely manner. Because you are enrolled in an online class, plan ahead so you can find another computer to submit your assignments on time.

COLLEGE POLICIES

Absences Due to Religious Observance
If you desire to observe a religious holy day that will result in a class absence(s), you must notify your instructor. Absences for observance of religious holy days are excused.

- You are required to complete any assignments, turn in any work or take an examination within a reasonable time after the absence(s). Discuss the anticipated absence(s) with your instructor.

Academic Integrity/Honesty
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct.

- Your enrollment indicates acceptance of the Dallas County Community Colleges Code of Student Conduct located in the Brookhaven College Catalog and the DCCCD Catalog.
Americans with Disabilities Policy Statement/Disabilities Act Compliance
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact Special Services Office in Room S-124 or call 972-860-4847 on the Brookhaven Campus.

Dallas TeleCollege Website
Everything you need to know about distance education can be found at the Dallas TeleCollege website: http://dallastelecollege.dcccd.edu

Internal Transfer
A credit student may transfer to non-credit status after the refund period and on or before the final drop date of the semester. No student will be permitted to transfer after that date. Please consult with your instructor if you wish to utilize this transfer process. If you wish to transfer from non-credit to the credit course, do so within the first week.

Receiving Your Grades
End-of-semester grades will **not** be mailed to you by the college. Specific instructions for obtaining your grades can be found at http://www.brookhavencollege.edu/studentsvcs/Pages/grades.aspx. To access your grades, complete the following steps.

1. Go to the Dallas County Community College District website (http://www.dcccd.edu)
2. Click on eConnect and then select Current Credit Students Menu.
3. Under the heading, MyeConnect Account, select Log In.
4. Enter your seven-digit student ID number (not your Social Security number).
5. Enter your password or, if this is your first time to use the system, enter your date of birth (for example, for April 25, 1987, enter 042587), then click on Submit.
6. Under the heading My Personal Information, select Check My Grades.
7. Select the term and grade type that you wish to review, then click on Submit.

Student Services
Go to http://www.brookhavencollege.edu/studentsvcs/ to learn about all the student services that are available.

Withdrawal/Drop Policy
If you are unable to complete this course, it is your responsibility to withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date which is printed on the tuition fee receipt and is also posted on the college website.

- Withdrawing from this course is a formal procedure which you must initiate. The instructor or the instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw, you will receive a performance grade of F.
- **Retention Effort**—Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor first.

Stop Before You Drop
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

- You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.
- Once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges.
- For more information, you may access: https://www1.dcccd.edu/coursedrops

Students Receiving Financial Aid
If you are receiving Financial Aid grants or loans, you must show participation in this class prior to the certification date as indicated on the Registration Summary Receipt. During the orientation, your instructor will provide specific information regarding participation.

- Do not drop or stop attending any class without consulting your instructor and the Financial Aid office.
Changes in your enrollment level and/or failing grades may have adverse consequences. Phone: 972-860-4110.

**Repeating This Course**
The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course.

- All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Third attempts include courses taken at any Dallas County Community Colleges since the fall 2002 semester.