

COURSE SYLLABUS

COURSE TITLE: POFT 1127- 151 Intro to Keyboarding--Internet
SEMESTER: Fall 2019
INSTRUCTOR: Arranged - Internet
OFFICE: Jeannie Coggins
PHONE: LC 120G
EMAIL: (806) 716-4917
jcoggins@southplainscollege.edu

OFFICE HOURS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	9:30AM-12:30PM		9:30AM-12:30PM	9:30AM-11:30AM

SPC Disability Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Course Description: This course is designed to provide skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

COURSE LEARNING OUTCOMES (C5, 6, 7, 8, 19)

Upon successful completion of the course, the student will be able to:

1. Demonstrate the location of and the reaches to all letter keys.
2. Identify, locate, and use the various parts of the computer.
3. Use proper techniques in striking the keys.
4. Practice good form and posture at the computer.
5. Demonstrate the location of all figure keys.
6. Build skill by keying short timed writings to force a higher stroking rate.
7. Proofread, find, and correct all errors.
8. Type at least 25 w.p.m. on a 2-minute timed writing with no more than 2 errors for a C.

Disclaimer Statement: This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The

United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

Text and Other Materials

Ober, Johnson, & Zimmerly, *Gregg Keyboarding*, Lessons 1-20, Kit 4, 11th edition. Glencoe/McGraw-Hill, 2011. **ISBN-0-07-7377141**

The GDP Kit is the 11th edition. It is critical you get the correct kit. The kit includes a student text, User's Guide, Online Software Registration Card, and Easel. If you buy a new kit, make sure you check the ISBN # before you open it. If you buy a used book or kit, you will be required to purchase a registration code on the GDP website.

Kits are available in SPC Bookstore at the **Reese Center**.

Minimum System Requirements for GDP11

- ☐ Windows XP, Windows Vista, or Windows 7 or IE7, IE8, or Firefox 3.5
- ☐ 1GB+ is recommended
- ☐ 1GHz+ processor
- ☐ Adobe Flash Player v10+ (Flash Player v10.1 highly recommended)
- ☐ Screen resolution of 1024px x 768px or higher
- ☐ High-speed Internet access

Internet Access

The computer you are using must be able to connect to the Internet and allow you to browse the World Wide Web. E-mail access is required to communicate with your instructor. To test for the ability to browse the Web, a computer must be able to visit these sites:

<http://www.southplainscollege.edu/>
<http://spc.blackboard.com/webct/entryPageIns.dowebct>

Please test your computer to make sure that you can access all of these sites

Anti-virus Software: Please make sure that your computer has an up-to-date anti-virus software program installed.

Check Browser

Once you go to the Blackboard site, please click on **Check Browser** and follow the directions that are given there.

Course Structure

This course is an online course, which means that you will access course information and respond to me through the use of the Internet. Blackboard is used to deliver and manage this course. Blackboard is a software package that was written to help manage online courses. There is help available for students at the Blackboard website. Make sure you complete the tutorial which will be listed with your other online classes after you log in to Blackboard.

Attendance Policy

Even though this is an online class, students still have to access the course on a regular basis. The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. **Minimum log in for the course is at least two (2) days per week.**

Withdrawal Policy

If for any reason the student is unable to complete the course requirements, it is the student's responsibility to initiate their own withdrawal by the 1st drop date for the semester. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "F" (not an "X").

Assignment Policy

Daily work should be done at a pre-determined time each day. Consistency is very important in your success in learning the keyboard. Follow the directions in the book and on the screen. You should type most lines at least **two** times but numerous times will give you better results. Timed writings may be repeated as many times as you want until you send the results to me. You will receive a grade of 95 for each lesson that is completed to the best of your ability and that is turned in by the deadline on the calendar.

- Remember to use good posture (feet on the floor) and keep your eyes on the screen or book. Don't look down at your hands except when learning a new key. Looking at your hands is a tough habit to break!
- You must check your email at least **two times** a week. It is your responsibility to stay in touch with me.

Course Grade

Successful completion of daily keyboarding assignments is required to do well on the timed writings.

Daily work (Skillbuilding)	50%	90 - 100 = A
Timed writings (Lessons 1-19)	15%	80 - 89 = B
Objective test (given online)	15%	70 - 79 = C
Final timed writing	20%	60 - 69 = D
		59 & Below = F

Technical Problems/Support

If you are having problems, please let me know. I will try to help if I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Do not wait until it is a crisis situation. Do not wait until the last minute to turn your assignments in, or you may have problems!

Academic Integrity

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism.

Student Conduct

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. A high standard of conduct is expected of all students. Student should refer to the SPC General Catalog policy regarding student conduct.

CONTENT OUTLINE

A. THE ALPHABET, NUMBER, AND SYMBOL KEYS - PART ONE

1. Lessons 1-20 (Units 1-4)

After successfully completing these lessons, the student will be able to:

Keyboarding (C3, 8, 16, 19)

- * Operate the letter, number, and symbol keys by touch.
- * Make all machine adjustments needed, set margins (if default margins are not used), tabs, and line spacing.
- * Key at least 20 words a minute on a 2-minute timed writing with no more than 2 errors.

Language Arts (C5, 7, 8, 19)

- * Divide words correctly.
- * Proofread documents and correct errors.
- * Use quotations marks correctly.

Technical (C5, 6, 7, 8, 19)

- * Answer correctly at least 70 percent of the questions on an objective test.

SOUTH PLAINS COLLEGE, TECHNICAL DIVISION SCANS Competencies

RESOURCES: Identifies, organizes, plans, and allocates resources.

- C1 **Time:** Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C2 **Money:** Uses or prepares budgets, makes forecasts, keeps records, and makes forecasts, keeps records, and makes adjustments to meet objectives.
- C3 **Materials and Facilities:** Acquires, stores, allocates, and uses materials or space efficiently.
- C4 **Human Resources:** Assesses skills and distributes work accordingly, evaluates performance and provides feedback.

INFORMATION: Acquires and uses information.

- C5 Acquires and evaluates information.
- C6 Organizes and maintains information.
- C7 Interprets and communicates information.
- C8 Uses computers to process information.

INTERPERSONAL: Works with others.

- C9 Participates as members of a team; contributes to group effort.
- C10 Teaches others new skills.
- C11 **Serves clients/customers:** Works to satisfy customer's expectations.
- C12 **Exercises Leadership:** Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C13 **Negotiates:** Works toward agreements involving exchanges of resources, resolves divergent interests.
- C14 **Works with Diversity:** Works well with men and women from diverse backgrounds.

SYSTEMS: Understands complex interrelationships.

- C15 **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively with them.
- C16 **Monitors and Corrects Performance:** Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- C17 **Improves or Designs Systems:** Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY: Works with a variety of technologies.

- C18 **Selects technology:** Chooses procedures, tools or equipment including computers and related technologies.
- C19 **Applies technology to task:** Understands overall intent and procedure for set-up and operation of equipment.
- C20 **Maintains and troubleshoots equipment:** Prevents, identifies, or solves problems with equipment, including computers and other technologies.

SOUTH PLAINS COLLEGE, TECHNICAL DIVISION SCANS Foundation Skills

BASIC SKILLS: Reads, writes, performs arithmetic and mathematical operations, listens and speaks.

- F1 **Reading:** locates, understands, and interprets written information in prose such as documents, manuals, graphs, and schedules.
- F2 **Writing:** communicates thoughts, ideas, information, and messages in written form; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F3 **Arithmetic:** Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F4 **Mathematics:** Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F5 **Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues.
- F6 **Speaking:** organizes ideas and communicates orally.

THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

- F7 **Creative Thinking:** Generates new ideas.
- F8 **Decision Making:** Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F9 **Problem Solving:** Recognizes problems and devises and implements plan of action.
- F10 **Seeing Things in Mind's Eye:** Organizes and processes symbols, pictures, graphs, objects, and other information.
- F11 **Knowing How to Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills.

F12 **Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.

F13 **Responsibility:** Exerts a high level of effort and perseveres toward goal attainment.

F14 **Self-Esteem:** Believes in own self-worth and maintains a positive view of self.

F15 **Sociability:** demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

F16 **Self-Management:** Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.

F17 **Integrity/Honesty:** Chooses ethical courses of action.

POFT 1127-151 – Intro to Keyboarding
Lesson Due Dates (Midnight)
Fall 2019

*Complete all skillbuilding exercises, timings and
Enrichments in each of the following lessons.*

*All work (except the student information sheet and Blackboard quiz) is to be completed
@ GDP online.*

Deadline time on due date is midnight.

Assignment	Due Date
Information Sheet	Monday, Sept. 2
Lesson 1 (GDP Website)	Monday, Sept. 9
Lessons 2 and 3 (GDP Website)	Monday, Sept. 16
Lessons 4 and 5 (GDP Website)	Monday, Sept. 23
Lessons 6 and 7 (GDP Website)	Monday, Sept. 30
Lessons 8 and 9 (GDP Website)	Monday, Oct. 7
Lesson 10 (GDP Website)	Monday, Oct. 14
Lessons 11 and 12 (GDP Website)	Monday, Oct. 21
Lessons 13 and 14 (GDP Website)	Monday, Oct. 28
Lesson 15 (GDP Website)	Monday, Nov. 4
Lessons 16 and 17 (GDP Website)	Monday, Nov. 11
Lessons 18 and 19 (GDP Website)	Monday, Nov. 18
Lesson 20 (GDP Website)	Monday, Nov. 25
Objective Quiz (Blackboard)	Monday, Dec. 2