

**KEYBOARD SKILLBUILDING
BOT-1123**

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OFFICE HOURS: Mon-Fri--10:00-11:00 am

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1. CREDITS

Three (3) semester hours

2. PREREQUISITES – very important for success in this course!

Document Formatting (BOT 1113) or keyboarding speed of 40 words per minute

3. COURSE DESCRIPTION

This advanced keyboarding course is designed to provide the learner with ample opportunity for basic keyboarding knowledge and skills along with increased speed and accuracy through the use of special diagnostic software. The speed goal is at least 50 words per minute on a 5-minute timed writing.

4. OBJECTIVE

1. Keyboard timed, straight copy material using the touch method at a minimum of 50 gross words per minute on a five-minute timed writing with a maximum of one error per minute.
2. Be able to demonstrate proper keystroking techniques.
3. Know the basic commands of the keyboarding software.
4. Demonstrate proper use of the computer hardware.
5. Proofread and edit copy for accuracy, content, grammar, spelling, and punctuation.
6. Be able to follow written directions.

5. COLLEGE

Mississippi State Virtual Community College

6. INSTRUCTOR

Carley Page - Biography – Adjunct Business & Office Technology instructor at Hinds Community College, Rankin Campus. B. S. in Business Education from Mississippi State University and M.B.E. (Master of Business Education) from University of Mississippi.

7. MATERIALS/BOOKS

- Improving Speed & Accuracy in Keyboarding by Scot Ober, McGraw-Hill Publishers, 2014. **ISBN #9780077804749**. You need to order from the Hinds Community College bookstore by calling 1-601-857-3462. They have the books available now and ready to go. You may have your school's bookstore order from the Hinds bookstore if necessary for financial aid purposes.
- Access to the Internet through an Internet Service Provider
- A personal e-mail account

8. HARDWARE REQUIREMENTS

- Browser: Google Chrome, Internet Explorer 7+ or Firefox 13+
- Flash Player 10 installed
- Operating System: Windows XP, Windows Vista, Windows 7
- Screen Resolution: 1024 x 768 or higher
- High Speed Internet Access

9. METHOD OF INSTRUCTION

Since you will **not** have the in-class benefit of the instructor demonstrating the features of the software or proper keyboarding techniques, you will need to read the text carefully, follow the instructions in your keyboarding programs, and complete each assignment to fully understand the concepts.

You will complete assignments by specified dates using special keyboarding diagnostic software. Timed writings will be given each week and will be graded on a sliding scale. All grades will be posted in the Canvas grade book within one week of the due date.

10. GRADING POLICY

FINAL GRADE CALCULATED AS FOLLOWS:

Weekly timings	= 25%
Skill Building assignments	= 25%
Mid-Term & Final timing	= 50%

GRADING SCALE

A = 90 - 100
B = 80 - 90
C = 70 - 80
D = 60 - 70
F = 59 and below

FINAL TIMED WRITING SCALE:

The following scale is for a five-minute timed writing with five or less errors.

A = 60 + wpm
B = 56 - 59 wpm
C = 52 - 55 wpm
D = 50 - 51 wpm
F = 49 and below

I will use a sliding grading scale so as your speed increases, so will the requirements. It will start out low and increase by a few points every week. The scale is given in the MODULES section of our course site under WEEK 1 - Introduction. The midterm and final proctored timed writings will count 50% of your grade. I assigned this much weight to these timed writings to make sure that the speed I see on your weekly timings is comparable to the rate you type on your proctored timing. It won't work to have someone else do your weekly timings because you must come and take the ones that really count, so please don't cheat yourself by doing this. Weekly timings and Skillbuilding exercises will be due by **end of day (11:59 p.m.) on Friday** of each week and you will receive a ZERO and an absence for the week if the timed writing is not submitted on time (no late grades). You will receive a completion grade each week for your Skillbuilding exercises.

11. COURSE PROCEDURES

Weekly Assignment – Check the assignment schedule posted on our course site under the MODULES link (the schedule is also included in syllabus and due dates are posted on the calendar). You will need to complete the lessons and timed writings each week using your keyboarding software and it will automatically be submitted to your portfolio which I will be able to check. Assignments are due each Friday by end of day so our week will run from Friday to Friday.

Tests – There will be no written tests in this course. All grades will come from timings and completion of weekly assignments. You will have a midterm and final timed writing that will be administered at a proctored test site (a photo ID will be required) during the specified time frame – **June 17th – 23rd for midterm timed writing** and **July 15th – 21st for final timed writing**. The test site should be chosen by each student at least two weeks in advance of the proctored timing (and I suggest you do it as early on as possible). It must be located at a participating community college or other organization. A complete list of the proctor locations, names, numbers, etc. are provided on our course site. Failure to take the final timing will result in a grade of F being assigned in the course.

12. PARTICIPATION & ATTENDANCE POLICY

It is understood that one of the main motivations for taking an online course is that other obligations make it difficult or impossible to attend scheduled, "on-site" college classes. Therefore, the basic unit of time in the course is the week. Material will be posted or otherwise turned in by a specific deadline. You will know from the minute this course starts what your assignments are for the entire course so please don't wait until the last minute to do them.

It is best to log in at least once a day, if just to check Canvas for any possible new announcements. If you procrastinate and fail to log in for more than a few days, you will begin to get lost. Most people who drop out or fail online courses do so because they cannot develop the habit of logging in daily to see what is going on.

Online instruction differs fundamentally from traditional classroom instruction. You may access the online resources required to participate successfully in this course at times that are convenient to your personal schedule. You may submit any due lessons prior to deadlines defined by the course schedule. **NO EXCUSES FOR LATE WORK WILL BE ACCEPTED.** Waiting until the last minute will always cause problems. Internet and computer problems are not considered a valid excuse in online courses—so do not wait until the last minute to submit your work. **ASSIGNMENTS ARE DUE BY FRIDAY NIGHT AT END OF DAY and if your timed writing is not submitted by that time, you will be assigned a zero and an absence for the week!** I will give you a completion grade on all Skillbuilding exercises completed for the week.

Attendance will be recorded as present for each timed writing completed and submitted within the assigned time frame. **Failure to submit assignments by the due date will be recorded as absences for purposes of recording student participation.** In accordance with Hinds Community College's Distance Learning Attendance Policy, if any student receives ONE absence in this short summer course, the instructor will send you a warning notice via your primary email account – for Hinds students this will be your Hinds email account. If a student does not submit another week's assignments or is late in doing so, he/she will be automatically dropped from the course with an F by the instructor due to excessive absences. It is also the responsibility of the student to contact the instructor within seven (7) days of the original date of the warning to discuss options at that point. There are no exceptions to this policy in order to be fair to all students. It is every student's responsibility to review the printed policy concerning attendance, notice of absence, and withdrawal in the Hinds Community College Student Handbook. If you decide to withdraw from the course, you must follow the withdrawal policy for your home school. Remember that the **last day to withdraw from a summer online class is July 7th.**

It is understandable that extenuating circumstances occur such as extreme illness, death in the family, legal matters, or military duty. It is the student's responsibility to provide appropriate documentation to substantiate such circumstances, at which time the instructor will determine if an extension is warranted. Circumstances that are NOT considered extenuating are as follows:

- Registering late for class
- Registering late for financial aid
- Failure to read the syllabus
- Failure to plan appropriately
- Not having the correct textbook
- Technical problems

13. SCHOLASTIC DISHONESTY POLICY

Scholastic dishonesty will not be tolerated. You are expected to do your own work. You may assist your classmates or receive assistance with regard to understanding procedures used on the computers, but you must complete all assignments and tests on your own. Any known cheating, plagiarism, unauthorized duplication of computer assignments may result in failure in the course.

14. STUDENT RIGHTS AND RESPONSIBILITIES

Rights - You have the right to expect that your instructor will:

- Provide a comprehensive syllabus and course calendar
- Display all due dates for timings, assignments, and tests
- Grade or otherwise respond to all papers within one week of the due date
- Inform you of your current grade upon request
- Respond to any e-mail and answer all appropriate questions as soon as possible
- Behave in a professional manner
- Keep up with the course work
- Submit your own work by the deadlines

- ***Read all information on course site and in syllabus and be responsible for same by not sending unnecessary emails to instructor asking questions that are already answered within***
- Notify your instructor if you are having serious problems with any work before the deadline

15. TECHNICAL SUPPORT

Use the help provided by Canvas for Canvas questions. For technical support using our software, contact their free technical support service at **800-331-5094** or via their website at <http://mpss.mhhe.com/products-isak1e.php>. If you run into serious technical problems, let me know as soon as possible if you are unable to work through them.

16. ADDITIONAL INFORMATION

- When sending an e-mail to me, place your e-mail address in the CC box and send yourself the e-mail also. If you receive your own e-mail, it's a good bet that I did also. If you save this e-mail, you then have a backup copy to send to me in the event I didn't receive it.
- Check the Announcements section on Canvas for course/assignment updates.
- Online classes are set up to be convenient for students, but don't count on them being easy grades. It will probably require more work and time since much of it you will essentially be teaching yourself. It will require discipline, organization and time-management skills. Always allow time for unexpected technical problems that occur.
- If you find that you need to withdraw, please let me know and we can figure out how to do it so that you do not end up with an "F".
- **On-line Etiquette:**
 - No profanity.
 - Be respectful of other people and their opinions.
 - Do not use all caps – it is the equivalent of shouting at someone.
 - Be concise and to the point in your messages.

17. OFFICIAL HINDS CC NOTICE OF NON-DISCRIMINATION STATEMENT:

Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President for Administrative Services, 34175 Hwy.18, Utica, MS 39175; 601.885.7001.

18. MS-CPAS:

All BOT students who plan to graduate this semester are required to take the Mississippi Career and Planning and Assessment System (MS-CPAS) Exit Exam. This exam combines assessments measuring academic attainment and technical skills and is used for one of the accountability measures for the BOT program. The technical skills assessments are measures to completers at the postsecondary levels and are used to ensure the quality of educational programs and to maximize student achievement. The CPAS is *required* of Business and Office Technology (BOT) students who plan to graduate with Associate in Applied Science degree. This exam is scheduled three times a year, spring, fall, and summer. Please notify Sharon Hudson at srhudson@hindsgcc.edu as soon as possible if you plan to graduate *this* semester in one of the BOT options offered. This test is mandatory.

19. OFFICIAL HINDS CC DISABILITY SUPPORT SERVICES STATEMENT:

Hinds Community College provides reasonable and appropriate accommodations for student with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campuses to establish a plan for reasonable, appropriate classroom accommodations.

Raymond Campus	601.857.3310	Jackson Campus – NAHC	601.371.3519
Utica Campus	601.885.7045	Jackson Campus – ATC	601.366.1405
Rankin Campus	601.936.5544	Vicksburg-Warren Campus	601.629.6807

20. VIDEO SURVEILLANCE

Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

21. NETIQUETTE

The term "netiquette" is a compound of the words "network" and "etiquette". It refers to acceptable codes of practice for interacting with others while online. In order to prevent misunderstandings and promote engaging and meaningful collaboration, extra care must be taken into how you express yourself in your written communication.

How to Communicate

- **Be professional** as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
- **Be considerate.** Think about how your words affect others.
- **Be respectful** of the opinions of others and respect your instructor.
- **Be calm.** Try to keep your emotions out of class.
- **Humor and sarcasm.** Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- **Harassment and other offensive behavior.** The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated.
- **Offensive material.** Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- **Copyrights and intellectual property.** Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.

22. CALENDAR

Tentative Assignment Schedule

Due Date	Lessons Due
June 4	Orientation
June 9	Lessons 1 – 10
June 16	Lessons 11 - 20
June 17 - 23	Mid-Term Timed Writing
June 30	Lessons 21 - 30
July 7	Lessons 31 - 40
July 14	Lessons 41 - 50
July 15 - 21	Lessons 51 - 60 Final Proctored Timed Writing

The weekly FIVE MINUTE timed writing can have no more than FIVE ERRORS per College Board mandate.

***Disclaimer** – This course may be changed at the discretion of the instructor but students will be notified of any changes made.