

OFTI 1100NET03 COURSE SYLLABUS

Course Title:	Introduction to Computer Keyboarding (OFTI 1100)
Instructor:	Wendy Felder
Location:	Internet Course
Prerequisite(s):	None
Start date:	March 12, 2011
End date:	May 12, 2011

Course Description

A beginning keyboarding course designed for the student with no prior or limited keyboarding experience. This course includes word processing functions and basic formatting of documents. No prerequisites (2 semester hours)

Course Objectives

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

- Demonstrate correct keyboarding techniques
- Demonstrate the correct "touch" system for alphabetic, numeric, symbol, and function keys
- Demonstrate basic word processing functions
- Demonstrate basic e-mail functions
- Produce an acceptable straight copy speed on a three-minute timing with three or fewer errors
- Produce an acceptable straight copy speed on a two-minute timing with two or fewer errors
- Format of basic business documents (letter, report)
- Format of basic e-mail messages

Topical Outline

- Basic computer and keyboarding literacy
- Presentation of alphabetic keys
- Keyboard skill development
- Presentation of numeric keys
- Presentation of 10-key pad
- Presentation of symbol keys
- Introduction of basic business documents
- Introduction of basic e-mail etiquette
- Introduction of basic word processing features

- Testing/timed writings

Instructor Contact Information

Instructor Name: Wendy Felder
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Current term office hours posted on [Wendy Felder Home Page](#)

Textbook, Software, and Materials

TEXTBOOKS/SOFTWARE ARE NEEDED THE FIRST DAY OF CLASS. NO EXTENSIONS GRANTED FOR TEXTBOOKS/SOFTWARE ORDERED ONLINE THAT ARE NOT DELIVERED BEFORE CLASS BEGINS!

The College now offers textbook rentals. The textbook/software for use with Word 2007 has been identified as a textbook available for rental. **THIS IS A TEXTBOOK/SOFTWARE TO RENT!** Contact the COD Bookstore for further details.

The following textbook/software combination as well as MSWord is mandatory for this class. Select the Gregg College Keyboarding & Document Processing for Windows Kit that corresponds to the version of Word you will be using to complete the assigned work.

- **Gregg College Keyboarding & Document Processing for Windows Kit**
10th Edition. ISBN -- 978-0-07-313841-1 (For use with Word 2003)
- OR
- **Gregg College Keyboarding & Document Processing for Windows Kit**
10th Edition. ISBN -- 978-0-07-726053-8 (For use with Word 2007)
- **Microsoft Word 2003**
- OR
- **Microsoft Word 2007**
Click on the link below to learn how to purchase the Student Version of Office 2007 from Microsoft.
<http://www.microsoft.com/student/office/en-us/default.aspx>
- **Internet Browser** ([Click here](#) for browser information) **NOTE:** Do not use IE8 for this course. The preferred browser is **Firefox**. [Click here](#) to download a free copy of this browser.
- **Adobe Acrobat Reader** (To view some assignments) [Click here](#) to download a free copy of this application.
- **COD Student E-mail account** (For communicating with your instructor)
- **Internet Service Provider (ISP)** (For attaching to the Internet)

Computer Requirements

The Gregg College Keyboarding & Document Processing software **DOES NOT** operate on a MAC computer. You must use a PC for this class. All College lab PC computers have this software available to you.

The college provides detailed information regarding computer requirements for using BlackBoard. [Click here](#) to view these details. (This will open into a new window. Close the window to return to the syllabus.)

COD Email Account

You will be required to use the email account provided for you by COD. All communication will come to you through this account. No communication will be accepted from another email account. Communication from you through another email account cannot be guaranteed by your instructor's email account. Further, your COD email account automatically saves a copy of all of the email messages you send to the OUTBOX. This is a record of messages you have sent to your instructor that may contain comments that can affect your grade. You should not delete messages that contain information for this course until your grade has been recorded in the grade book. In short - **USE YOUR COD EMAIL ACCOUNT FOR THIS COURSE.**

NO WORK WILL BE ACCEPTED THROUGH EMAIL. ALL WORK MUST BE SUBMITTED THROUGH BLACKBOARD. See the [Course Directions](#) for information on submitting your work. Work that is submitted through email will receive NO CREDIT.

The college has provided support for using this email account. You can access the Student E-Mail Help Desk by calling 630-942-2999. For information about accessing this account, go to <http://www.cod.edu/lt/labs/pages/emailguide.html>.

Grading Criteria

- **Individual Lessons, Alphabetic Practice Exercises, and Production Exercises --**

Lessons and exercises are to be completed on a weekly basis. You will be responsible for all work assigned during a designated time period. See the **Course Agenda** for deadlines.

Lessons 1-26 will be completed using the Gregg Document Processing (GDP) software. These lessons will be submitted via Blackboard in report format. All reports submitted must include only the individual lesson to be graded. Reports that contain multiple lessons will lose .5 (one half) point. See [Course Directions](#) for details on generating and filtering a report. **NOTE: The entire lesson must be completed to receive credit. Lessons that are not complete will receive zero "0" points.**

Additional lessons as well as all alphabetic practice and production exercises will be completed using Word and saved as a Word document. This work will not be completed from within the GDP software. Details for completing this work are provided within the weekly course material. Your work will be evaluated by following guidelines:

- Work is completed **correctly** and submitted on time. Late work will be accepted at 50 percent credit maximum for one week after the due date. Work more than one week

late will not be accepted. See the **Late Work Policy** below.

- Work is completed in acceptable format and directions are followed. **One** point will be deducted for each typographical error; **two** points will be deducted for each formatting error. Point values are doubled for the 4 final production documents. **PROOFREAD** your documents before submitting them for grading.
- Work may not be resubmitted for a higher grade. Be sure to access the weekly assignments for detailed directions for each assignment.
- **3-Minute Timed Writing --**
Your grade will be based upon the average of your three best 3-minute timed writings with three or fewer errors. The point value awarded for each timing is based on the timing speed obtained (maximum 30 wpm with 3 errors or less).
- **2-Minute Timed Writing --**
Your grade will be based upon the average of your three best 2-minute timed writings with two or fewer errors. The point value awarded each timing is based on the timing speed obtained (maximum 30 wpm with 2 errors or less) divided by 2.
- **Exams --**
You will complete two exams. These may consist of both production documents and theory questions. See grade book for point values. **MAKE SURE YOUR BROWSER IS COMPATIBLE WITH BLACKBOARD** . [Click here](#) to confirm your browser BEFORE you take an exam.

Grade Scale

Total Points	Grade	Percent
341 - 307	A	100-90
306 - 273	B	89-80
272 - 239	C	79-70
238 - 205	D	69-60
Below 205	F	59-0

Grading Policy

You can expect your work to be graded after **each** due date. Your work will be evaluated and the results will be posted in your online grade book. Once grading is completed, you will be directed to access your grade book to confirm your work. If you do not see a grade for work you believe to have submitted, you should contact your instructor immediately to resolve the issue. If you see an exclamation point (!) in your grade book, this means your instructor has not yet graded your work.

It is your responsibility to confirm that your work has been received by your instructor. If you do not confirm your work at the time that your instructor directs you to do so and your work is not recorded, you will lose points. You will have 7 days from the date your instructor's announcement to resolve the issue. After that time, your work will be accepted as late and graded as such. (See the Late Work Policy in the

course syllabus.)

To access your grades, click on **My Grades** from the navigation pane positioned on the left of the Blackboard screen. Your grades will be displayed.

Late Work Policy

All work is due according to the dates posted in the **Course Agenda** and the **Semester Deadlines** section of the syllabus. Work that is submitted after the posted deadline will be accepted at a maximum 50 percent credit up until one week beyond the posted deadline. After that time, submitted work will not receive credit but will impact your final grade.

It is mandatory that you complete all the assignments, tests, and quizzes for this course. Failure to complete an assignment, test, or quiz could result in your final grade being lowered. For each assignment not completed, your final total accumulated points will be lowered by the number of points for the individual assignment. For instance, failure to complete an assignment that is worth 10 points will result in a 10 point deduction from your total accumulated points. The combination of not doing the 10 point assignment and the additional 10 point deduction will cost you 20 points! It is in your best interest to complete all work on time!

This policy applies to all assignment, tests, and quizzes. No work will be accepted after the last day of class.

Attendance Policy

Regular attendance in this course is necessary for successful completion. Your attendance is determined by the dates in which you submit work for grading. For students who receive financial aid, your last attendance date will be determined by the last date you submitted work. It is your responsibility to confirm attendance requirements with the Financial Aid Office.

Late Registration Policy

Students who register late for class **WILL NOT** receive an extension to the posted course deadlines. No makeup of missed work that was assigned prior to late registration is possible. See the Course Agenda and Semester Deadlines for course due dates.

Withdrawal Policy

If you choose to withdraw from the course, you may do so without your instructor's permission prior to 8 days after mid-term. Check with Registration and Records for the exact deadline date. If you decide to withdraw from the course after that date, you may withdraw with the instructor's permission before the end of the semester. Note that all withdrawal requests must be filed with the Records Office one week before the last day of the course. If you request a withdrawal from this course, it is your responsibility to request it before the deadline date posted in the **Semester Deadlines** section of this syllabus.

To obtain your instructor's permission, you must make your request via an email message to your instructor before the stated deadline date. See the **Semester Deadlines** section for the exact date. Make sure you include the last four digits of your SSN and the course and section number of the course you wish to drop within the email message. Your instructor will send an electronic withdrawal permit to Registration. After that time, you must call Registration and drop the course. Once the semester of registration is over, no withdrawal (W) is permitted. See the College Catalog for more information.

The instructor may withdraw a student who is not actively pursuing the course objectives. Students who do not complete the work for the first three weeks by midterm may be withdrawn from the course. After that time, the student will receive the letter grade earned for the course.

Incomplete Grade Policy

In order to request an incomplete grade, you must obtain permission from your instructor, satisfy minimum completion requirements (see below), and sign an incomplete contract by the Deadline Date. See the **Semester Deadlines** section for the exact date. This option will only be considered in emergency circumstances. Contact your instructor if you think your situation should be given consideration for an Incomplete grade. See the College Catalog for more information.

Minimum completion requirements: **265 points**

Satisfactory/Fail Grade Policy

The S/F grade option is available to students in this course. It may be issued under all of the following conditions:

- The College requires that a written statement must be completed and signed by the student and the instructor one week before the end of the semester. See the **Semester Deadlines** section for the exact date you can request this option. Requests after this date are not accepted as it is not possible to submit the signed agreement to Records and Registration after that date.
- The student must have achieved **70 percent or 239 points or more** in the course to receive a Satisfactory (S) grade. If a student's points are valued at less than 70 percent, a grade of F will be assigned for the course.
- Once an S/F grade has been registered with the Records Office, it cannot be changed.
- An S grade will not be computed in the GPA and credit will be given for the course; the F grade, however, will be used in computing the GPA. Students seeking any associates degree may apply only 20 semester hours of satisfactory or "S" credit toward these degrees. See the College Catalog for more information.

Plagiarism Policy

Your instructor will report all acts of academic dishonesty. Action that will be taken by your instructor is outlined in "Students Rights and Responsibilities" of the College Catalog. It is your responsibility to become familiar with these policies and procedures. If it is determined that academic dishonesty has occurred, the student(s) will be withdrawn from the course and may be excluded from taking other courses at the College. Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred.

All work submitted for credit must be completed during this semester by the student who is registered for the course. If you are taking this course a second time or are repeating this course, this means that you will need to create all documents (graded and not graded) during this term.

Sharing of work for this course is not acceptable. Each student must complete his/her own work. You are responsible for your own work. Do not share your work.

Academic dishonesty can include the dishonest use course materials such as textbooks, documents (electronic or hard copy), papers, projects, quizzes, assessments, performance assessments, exams, screen shots, quizzes, and disks.

Your instructor has the right and responsibility to check your work for academic honesty/dishonesty and may request all assignments (graded and not graded) to be sent to him/her.

If your timed writing results are not consistent, you will be required to come to campus and demonstrate your ability by completing timed writings in the presence of your instructor. If you decline to come to campus, you will receive ZERO points for your 2-minute and 3-minute timed writings.

Student Behavior

Student behavior is governed by regulations outlined in the College of DuPage catalog. Please review the regulations.

Semester Deadlines

Due Dates by Week

All work is due by 6 p.m. on the date specified below.

Week 1 Intro Material	Due Date	3/24/11
Week 1	Due Date	3/24/11
Week 2	Due Date	4/7/11
Week 3	Due Date	4/14/11
Week 4	Due Date	4/21/11
Week 5	Due Date	3/24/11
Week 6	Due Date	4/28/11
Week 7	Due Date	5/5/11
Week 8	Due Date	5/12/11

All work is due by 6 p.m. on the date posted. Work received after that time will be considered late and graded as such. Late work is accepted at half credit maximum per the guidelines stated in the Late Work

Policy above. No work is accepted after the end of the semester.

These are the latest dates work will be received for full credit. To insure success in this class, it is suggested you follow the course agenda for weekly assignments. You should access each unit and read the contents to insure that your work is completed correctly and on time. Points are deducted for work that is not completed correctly. Work cannot be resubmitted for a higher grade.

Withdrawal--Incomplete--S/F Deadline

All requests must be made by **6 p.m. 5/1/11**

**Introduction to Computer Keyboarding
OFTI 1100
Second 8-Week Class Agenda
Spring 2011**

Week	Assignments	Due Date
	<p>Complete all work in the order in which it is presented below. Failure to complete all assigned work may result in your final grade being lowered. Must complete the entire lesson to earn credit - a partially completed lesson will receive 0 (zero) points.</p> <p>Work will not be graded that is submitted out of the order presented. See the individual weekly material for detailed directions for completing each assignment.</p> <p>Late work will be accepted as presented in the LATE WORK POLICY in the course syllabus.</p> <p style="text-align: center;">ALL WORK DUE AT 6 PM ON THE DUE DATE POSTED</p>	
1	Course Syllabus Course Directions Getting Started Lesson 1 (pgs. 3-4) Lesson 2 (pgs. 5-6) Lesson 3 (pgs. 7-8)	3/17/11
2	Lesson 4 (pgs. 9-10) Lesson 5 (pgs. 11-12) Lesson 6 (pgs. 14-15) Lesson 7 (pgs. 16-17) Lesson 8 (pgs. 18-19) Lesson 9 (pgs. 20-22) Allows for Spring Break	3/24/11
3	Lesson 10 (pgs. 23-24) Lesson 11 (pgs. 26-27) Lesson 12 (pgs. 28-29) Lesson 13 (pgs. 30-31) Lesson 14 (pgs. 32-33) Lesson 15 (pgs. 34-35) 2-Minute Timed Writings	4/7/11
4	Lesson 16 (pgs. 37-38) Lesson 17 (pgs. 39-40) Lesson 18 (pgs. 41-42) Lesson 19 (pgs. 43-45) Lesson 20 (pgs. 46-47) 2-Minute Timed Writings	4/14/11

5	Exam One Numeric Keypad 3-Minute Timed Writings 1 and 2	4/21/11
6	Lesson 21 (pgs. 51-52) Lesson 22 (pgs. 53-54) Alphabetic Practice Exercise 1 (pg. SB-32) 3-Minute Timed Writing 3 Lesson 23 (pgs. 55-56) Lesson 24 (pgs. 57-58) Alphabetic Practice Exercise 2 (pgs. SB-28) Additional Timed Writing Opportunities	4/28/11
7	Lesson 25 (pgs. 59-61) Lesson 26 (pgs. 63-66) Alphabetic Practice Exercise 3 (pgs. SB-29) Correspondence 25-1 (pg. 61) Report 26-1 (pgs. 65-66) Alphabetic Practice Exercise 4 (pg. SB-30) Additional Timed Writing Opportunities	5/5/11
8	Report 45-22 (pg. 144) Report 47-24 (pg. 152) Academic Report (pg. 77) Alphabetic Practice Exercise 5 (pg. SB-31) Final Exam	5/12/11

GUIDELINES FOR COMPLETING WORK --

Individual Lessons -- All individual lessons must be completed using the Gregg College Keyboarding software (GDP). The software is available for purchase from the college bookstore and is available in all on-campus and off-campus computer lab locations. Direction for completing and submitting these lessons can be found in Course Directions. **YOU MUST COMPLETE ALL OF THE ASSIGNED LESSONS. FAILURE TO COMPLETE A LESSON MAY RESULT IN YOUR FINAL LETTER GRADE BEING LOWERED ONE LETTER GRADE FOR EACH LESSON NOT COMPLETED.**

Alphabetic Practice Exercises -- During Weeks 6 through 8, you will complete five alphabetic practice exercises. These are to be completed using MSWord and NOT completed within the Gregg College Keyboarding software. Directions for these can be found within the individual weekly assignments. ***Work completed incorrectly will receive zero points and may not be resubmitted for a higher grade. Make sure you access the weekly material for detailed directions.***

Production Exercises -- During Weeks 7 and 8 you will complete five production exercises. These will be completed either from within your COD email account or within MSWord. Direction for these can be found within the individual weekly assignments. ***Work completed incorrectly will receive zero points and may not be resubmitted for a higher grade. Make sure you access the weekly material for detailed directions.***

SEE GRADING CRITERIA WITHIN THE COURSE SYLLABUS FOR INFORMATION REGARDING GRADING OF ALL WORK.