College Keyboarding & Document Processing
Spring 2012

Instructor: Mrs. Molly Smith
Office: LAN 346
Telephone: (936) 468-2084
E-Mail: smithmolly1@sfasu.edu
Office Hours: MWF: 9:00 a.m.-9:45 a.m., TTh: 9:00-9:30 and See posted schedule

*Textbooks: REQUIRED from the first class day (each student must have both books and online registration card):
Gregg College Keyboarding & Document Processing 11e by Ober, Johnson, and Zimmerly, Microsoft Office Word 2010 version

Textbook: 11e (ISBN 9780077319366)
note: Text for lessons 1-120 is acceptable but not required.
and

note: These can be new or used books, ordered online used or new, or rented. They may not be shared in the same class, copier copies, or other editions.

Materials: REQUIRED from the first class day:
GDP/11e Online Software Access Registration Card/Number
note: This must be yours only. Purchase online registration number, or card with registration number.
note: Use of a computer with Word versions prior to Word 2007 will NOT be compatible for the documents required for this course software.


Course Description: The course is designed for beginning keyboarding students. Students will develop touch control of the keyboard and proper keyboarding techniques, as well as basic speed and accuracy skills. They will also be provided with opportunities to apply these skills in the formatting of letters, tables, memos, reports, and other kinds of personal, personal-business, and business documents.
Goals:

(1) To provide skills essential for the completion of undergraduate and graduate course work.

(2) To enable students to be successful in their chosen careers by providing skills allowing them to communicate in a positive manner.

Students with documented disabilities who need course adaptations or accommodations please make an appointment with me as soon as possible.

Class Requirements:

1. Attendance: Attendance will be taken each class period that attendance is required. It is the student's responsibility to sign in each day he/she attends class and to be sure the attendance record is accurate. Four (4) excused OR unexcused absences will result in a failing grade.

   It is entirely the student's responsibility to obtain any class notes, handouts, etc. and to arrange for the make-up of missed tests and exams. Any student absent on the day of ANY evaluation, i.e., Timed Writing, Objective Exam, Progress Test, etc., MUST provide official, written, signed documentation for such absence before make-up of the evaluation will be permitted. Work not made up promptly on return will be recorded as a zero.

2. Evaluation: Exams, progress tests, and timed writings must be taken on the assigned dates. Failure to make-up an exam or to provide documentation for an absence on an exam date, will result in a grade of ZERO. All missed evaluations must be made up on the day a student returns to class following an absence. Extra credit assignments are NOT an option.

   Evaluations will include:

   a. Timed Writings: Scheduled 2- and 3-minute TW-Grades are based on a combination of speed and accuracy. Each timed writing will have a base speed (a minimum speed that the student must attain). In addition, there will be a penalty for each keystroke error of 5 points per error. All Timed Writings for a grade must be submitted as 2 attempts with not more than 5 errors in each. Five Timed writings are averaged together. Weight: 1/6 of final grade.

   b. Production Tests Ave. and Final Exam: Keyboarding and document processing of letters, reports, memos and tables. Grades will be based on the accuracy of student's keyboarding as well as the ability to follow all formatting and document processing guidelines for such documents. **Two test grades**

      **Weight:** Production Tests Ave. (Average of Production Tests #1, 2, 3 and 4) counts 1/6 of final grade, and FINAL EXAM counts 1/6.

   c. Objective Exam: Test will be based on information from the textbook, the computer program, and the MS Word Reference Manual. Students must bring a General Purpose Answer Sheet, Form No. 30423, for the exam. Questions will be in a multiple choice or fill-in-the-blank format.

      One objective exam. **Weight:** 1/6 of final grade. NOTE: may be optional exam as determined by time constrictions; therefore, evaluations may be 1/5 of final grade.
d. **Uploaded work**: Grades will be based on the **completion** of the required Lessons and all exercises they contain as directed on the time management schedule. At the end of the semester, a penalty of 3 pts. will be assessed for each Lesson not fully completed. **One work check for Lessons 1-20, and final work check. Weight: Each is 1/6 of final grade.**

3. **Lessons**: The student **MUST** complete the following:

   Lessons 1-24: **All parts of each lesson, including Enrichment and MAP**

   Lessons 25-50: **as scheduled**: **All** skill building, language arts, and formatting exercises *(unless* otherwise noted on the schedule), and **all parts of the Manual** for the corresponding lesson,

   **AND**

   **Only the FIRST** document *(unless* otherwise noted in the schedule) under the "**Document Processing**" section in each lesson in the textbook after completion of the Manual instruction for that lesson.

4. **Rules & Guidelines**:

   1) **Do NOT** be late for class on required attendance
days, especially test days. If the classroom door is closed, you are **ABSENT**—**strictly enforced**. Time is determined by the hall clock.

   a. **Notification** of an illness, emergency, or family situation that requires absence of one class period or more should be emailed to me at <smithmolly1@sfasu.edu>

   b. Notification does not guarantee an excused absence.

   2) Do not leave class early—**you will be charged with an absence** should you do so. The classroom clock/hall clock is the official time.

   a. A student’s scheduling needs can often be accommodated to allow for some flexibility if the student receives permission for such. See me for permission concerning class meeting arrangements.

   3) **All exercises MUST be saved** AND **scored**. **Document Processing** exercises that have not been scored will be considered not done. In addition, any **Document Processing** exercise having **five (5) or more errors must be edited** or the exercise will be considered not completed. All work must be uploaded to the instructor GDP site to receive credit for the work.

   4) The software is online and can be accessed on the web. All lessons can be self-paced, but the schedule provided is a time management tool to prepare a student for the forthcoming test over formatting and information. The deadlines for lesson completion 1-20 and final lesson check are rigid, and late completion is not an option. Points are deducted for incomplete lessons, and a lesson is not complete unless all parts of the lesson required are finished and corrected for errors more than 5.
5) **NOTE**: This is an intense course with proven results. Practice and study commensurate with a 3 hour course are required to achieve results.

6) There will be no texting, e-mail, or internet use during class time.
   a. No cell phone use during class; turn all phones **OFF**. No MP3 players or headphones.

7) **Any** attempt to manipulate the keyboarding software or data in order to receive credit for work not actually done or to receive a higher grade than appropriate, will result in a failing grade for the semester. This program has built-in security to avoid substitutions of one person’s work for another. These error messages make the work unacceptable for any credit.
   a. Students must take care to upload the work completed to receive credit for lessons. Work lost due to malfunction of computer, internet connection, or storage device will result in repeating those lessons for credit. If I cannot see it, I cannot give credit for the work.

8) **Acceptable Student Behavior**
   a. Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**Academic Integrity**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating. (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source such as another student’s work; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

**NOTE**: All students **must** complete the course evaluation through their My SFA account.