

VALENCIA COLLEGE
COURSE SYLLABUS

Fall 2012 (201310)

OST1100 CRN10913 Keyboarding and Document Processing I

CLASS: Monday & Wednesday, 11:30 am – 12:45 pm, Building 8, Room 243

PROFESSOR: Mrs. Betty Wanielista

OFFICE & HOURS: Building 8, Room 159, office hours as posted or by appointment.

TELEPHONE: 407-582-2347

E-MAIL ADDRESS: bwanielista@valenciacollege.edu

E-MAIL NOTICES: Communication will be through Blackboard, please check Blackboard email regularly.

Keyboarding and Document Processing I **PREREQUISITES:** None **3 credit hours**
Students will develop touch control of the keyboard and proper keyboarding techniques to build basic speed and accuracy. Practice will be provided in applying basic skills to formatting e-mails, reports, letters memos, tables, and other personal and business communications. For students with little or no keyboarding experience. (Special Fee: \$23.00)

TEXT & MATERIALS: *Gregg College Keyboarding and Document Processing, 11th Edition, Lessons 1-60*, by Ober, Johnson, and Zimmerly, McGraw-Hill/Irwin, 2011, and **MSWord 2010**.

COURSE OUTCOMES:

Students will master the touch method by keying in letter, number and symbol drills on a keyboard. Students will increase speed and accuracy by completing practice drills using letters, numbers and symbols.

Students will create business letters, envelopes, reports and tables using word processing software.

OBJECTIVES: Textbook guidelines are provided in the Reference Section.

1. Operate the entire keyboard by touch.
2. Develop keyboarding speed and accuracy (See three-minute Timed Writing grading scale.)
3. Acquire good work habits and keying posture/techniques for skill improvement.
4. Understand how word processing software functions to format production assignments.
5. Follow written directions in textbook assignments.
6. Sharpen language arts skills.
7. Center tables horizontally and vertically.
8. Prepare:
 - A. Business and personal business letters and envelopes.
 - B. One-page reports, enumerations and bibliographies.
 - C. Tables with column headings.
 - D. Memoranda on plain paper.
 - E. Two-page reports with footnotes/endnotes.
 - F. Job application papers.

GRADING: THREE-MINUTE TIMED WRITING SCALE:

Part 2	Part 3	Final Exam	15%
Error Limit 3	Error Limit 3	Part 1 (Midterm)	15%
A 40+	A 50+	Progress Checks	15%
B 35+	B 45+	Timed Writings (3)	15%
C 28+	C 38+	Part 2 Progress Test	15%
D 21+	D 31+	Part 3 Progress Test	15%
End of Course Grade	A = 3.5+ B = 3.0+ C = 2.5+ D = 2.0+	Tech/lessons	<u>10%</u>
		TOTAL	100%

EVALUATION: Tests and Assignments: During the session, there will be scheduled major tests. You will take a test at the end of each unit. No make-up tests are provided without explicit consent of instructor, which will only be granted in case of documented extreme emergency. The dates are listed on the assignment sheet. If you cannot take the test during the scheduled date, you must make arrangements to take the test early. **If you take the test late, 10 points will be deducted from the score received.**

The assignments and due dates for homework are listed on the assignment sheet. You should be aware and follow the due dates. Homework submitted after the due date may not be accepted or graded. All homework is to be submitted to Assignments by attaching your documents. Please enable POPUPS for this course.

MAKE-UP AND EXAMINATION POLICY: All tests must be taken on/before dates assigned. No makeup tests are available without explicit consent of instructor, which will only be granted in case of documented extreme emergency. The final exam must be taken on the date published for final exams. All work needs to be completed before tests. Make it a point to be prepared to meet all deadlines. All work must be completed on time and handed in during the week assigned. Late work submitted will have points deducted. **If the Final Exam is not taken on the scheduled date, the course grade will be F.**

EXPECTED STUDENT CONDUCT: By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. This information can be found in the Student Code of Conduct in the current Valencia Student Handbook or at <http://www.valenciacollege.edu/generalcounsel/policies.cfm> . (Click the Student Handbook link under General Information on the Current Student tab at the Valencia Website.) Please turn off your cell phones during class and keep them off the desks.

NO-SHOW PROCEDURE: Any student who does not attend class prior to the start of the no-show period for each part of a term will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

GENERAL: Always use good email etiquette. Each e-mail message should have a greeting (person's name) and a closing (your name). Example: Dear Mrs. W. and Thanks, your name. All work is due Monday before class.

ATTENDANCE: Classroom attendance and punctuality are vital to academic success. If you miss a class, you need to contact a classmate to get the information you missed. Students who do not maintain regular attendance will be withdrawn by the professor, unless other arrangements have been made with the professor. Missing the equivalent of more than two weeks of classes for any reason, other than absences excused in accordance with Valencia's policies, is excessive and a basis for withdrawal.

WITHDRAWAL: Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>. **Fall Semester withdrawal date is November 2.**

ACADEMIC HONESTY: Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

VALENCIA I.D. CARDS: Valencia I.D. cards are required in order to use the Library, Testing Center, and IMC. Cards are free and can be obtained in the Student Development Office in Building 5, Room 212.

COLLEGE POLICIES: A full description of all College policies can be found in the College Catalog at <http://www.valenciacollege.edu/catalog/>; Policy Manual at <http://www.valenciacollege.edu/generalcounsel/>; and the Student Handbook at <http://www.valenciacollege.edu/pdf/studentandbook.pdf>.

STUDENT ASSISTANCE PROGRAM: Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

OFFICE OF STUDENTS WITH DISABILITIES INFORMATION: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. East Campus Bldg. 5, Rm. 216 Ph.: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

COMPUTER TIME: Plan to spend from **four to six** hours per week on homework on the computer. A computer lab is located in the Academic Success Center (**Building 4, Second Floor**) for your use.

THE ACADEMIC SUCCESS CENTER: The Academic Success Center (ASC, 407-582-2540) located on the First Floor of Building 4 provides flexible and successful learning support in nearly every academic discipline. More information can be found at <http://www.valenciacollege.edu/east/academicssuccess>.

IMPORTANT DATES:

Full Term 8/27/2012 - 12/09/2012

Students may withdraw themselves and receive a **W** up until **November 2, 2012**. **Students may not withdraw themselves after that date.**

College Closed (Credit Classes Do Not Meet):

September 3 – Labor Day

October 9 – Osceola Campus College Night

October 11 –East, West and Winter Park Campuses College Night

See College calendar for important dates and final exam schedule at

<http://www.valenciacollege.edu/calendar>

MISCELLANEOUS: Hand in your work weekly on time.

- A. Attend class regularly—don't procrastinate. Regular attendance and regular application constitute the two most significant factors to promote success.
- B. Plan to use the Lab or your home computer a minimum of one hour per day. Expect to spend additional practice time as needed to keep up with assignments.
- C. Correct keyboarding techniques are essential. Follow the basic techniques listed below:
 1. Sit behind letter j. Sit hand-width (fingers spread) away from the front of keyboard.
 2. Keep feet on floor--separated 6 inches and one ahead of the other.
 3. Hands cupped, fingers curved with Elbows relaxed--near body.
 4. Sit back in chair and Lean slightly forward.
 5. Keep wrists low, but clear of the computer frame.
 6. Relax neck and shoulders; keep shoulders motionless.
 7. Keep your eyes on the copy.

1100 syllabus Fall 1213 7/12

OST1100–KEYBOARDING & DOCUMENT PROCESSING I

Fall 2012 CRN10913

NAME: _____

Start	Lesson	GOAL	COMPLETED	
Aug 27	1-5	Home Keys, Space Bar, Enter, H, E, O, R; M, T, P, C Right Shift, V, period, W, Review (College Closed Sep 3)		The three (3) best timed writings (out of 7) will be used to compute the final grade. TW=15%
Sep 3	6-10	I Left Shift, hyphen, G U B colon X Y comma Q slash N Z question mark TAB Review		
Sep 10	11-15	5 7 3 9 Review 8 2 0 4 6 1 Review		
Sep 17	16-20	\$ () ! Review* # ‘ & % “ @ Review		
Sep 26 PART 1 – MIDTERM TEST (50 Question Objective Test)			Grade _____	Midterm=15 %
Sep 24	21-25	Correspondence 25-1 (Bring small book) EAST CAMPUS CLOSED OCTOBER 11, THURSDAY SUPPLEMENTARY TIMING 1 (SB-26)	Grade _____	
Oct 1 Oct 8	26-27 28-30	Correspondence 26-3, 27-8 28-9, 28-10, 29-14, 30-17 Progress Check 1, Correspondence 30-19 SUPPLEMENTARY TIMING 2 (SB-27)	Grade _____ Grade _____	Final Exam = 15%
Oct 15	31-35	Report 31-1, 32-3, 33-5, 34-7, 35-9 Progress Check 2, Correspondence 35-10 SUPPLEMENTARY TIMING 3 (SB-28)	Grade _____ Grade _____	
Oct 22 Oct 29	36-37 38-40	Table 36-1, 36-2, 37-5 Table 38-8, 39-12, Report 40-11, Correspondence 40-20 Progress Check 3, Table 40-15 SUPPLEMENTARY TIMING 4 (SB-29)	Grade _____ Grade _____	Part 2 = 15%
NOV 7--PART 2 – PROGRESS TEST (PRODUCTION TEST)			Grade _____	
Nov 5 Nov 12	41-42 43-45	Correspondence 41-22, 42-24 Report 43-27, 44-30, 45-32 Progress Check 4, Report 45-34 SUPPLEMENTARY TIMING 5 (SB-30)	Grade _____ Grade _____	HW = 10%
Nov 19 Nov 26	46-47 48-50	Report 46-13, 47-15 COLLEGE CLOSED NOVEMBER 21-25 48-17, 49-19, 50-22, 50-23 Progress Check 5, Correspondence 50-35 SUPPLEMENTARY TIMING 6 (SB-31)	Grade _____ Grade _____	
Dec 5--PART 3 - PROGRESS TEST (Production Test)			Grade _____	
Dec 3 - 5 51-54 Extra Credit	SUPPLEMENTARY TIMING 7 (SB-32) Report 51-26, Correspondence 52-35, Report 53-28, 54-38 =.01-.04		Grade _____ Grade _____	
Final Exam Week December 10-16. Last day to turn in work is December 9, Sunday.				
December 12, Wednesday, 10 am—FINAL EXAMINATION (50 Question Objective Test)			Grade _____	FINAL GRADE _____
TIMED WRITING SCALE: (3' TIMED WRITING-ERROR LIMIT = 3) WORDS PER MINUTE				
PART 2 A=40+ B=35+ C=28+ D=21+			PART 3 A=50+ B=45+ C=38+ D=31+	
End of Course Grade A = 3.5+ B = 3.0+ C = 2.5+ D = 2.0+				