

CASPER COLLEGE COURSE SYLLABUS  
**BOTK 1655: Keyboarding Speed and Accuracy**

Semester/Year: Fall, 2015		
<b>Lecture Hours: .5</b>	<b>Lab Hours: 1</b>	<b>Credit Hours: 1</b>
<b>Class Time: Flex Lab</b>	<b>Days: M-F. Saturdays as posted</b>	<b>Room: BU 404</b>
<b>Instructor's Name: Roberta Marvel, Ed. D.</b>		
<b>Instructor's Contact Information:</b>	<b>Office Phone: 268-2523</b> <b>Office Location: BU 404C</b>	<b>Email: rmarvel@caspercollege.edu</b>
<b>Office Hours: Flex Lab Hours or by appointment</b>		

**Course Description:** This course provides students with proven techniques for improving their precision and performance. The drills are designed to increase keying speed while maintaining a high degree of accuracy. This class will offer the student the opportunity to move their keyboarding efficiency to the next level. Extra laboratory work may be required. Students need to know the keyboard. A student may take a departmental exam to challenge this course. Students successfully completing the exam will receive a grade of "S" for 1 credit.

**Statement of Prerequisites:**

**Goal:** This class helps students evaluate their keyboarding errors and improve both their keyboarding rate and typographic accuracy. Course lessons/instruction provides an effective, individual diagnostic/prescriptive approach to building keyboarding skill.

**Course Objectives:**

- To improve keyboarding skills and techniques

**Outcomes:** Upon successful completion of this course students will be able to:

- See a marked improvement in keyboarding accuracy
- See a marked improvement in keyboarding speed
- Demonstrate appropriate keyboarding technique

**Casper College General Education Outcomes:** As graduates of Casper College, students will be able to:

1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data

**Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.**

**Methodology:** This course is self-directed which means, students work at their own pace with an instructor present to provide guidance and answer questions. Students will attend a mandatory orientation session to receive class material and directions for successful completion of the course. Students are expected to make continual

progress toward the completion of the course so that the course will be completed in a timely manner before the end of the semester. Extra laboratory work may be required.

**Evaluation Criteria:**

Net Speed (70%)	Subjective* (15%)	Software Grade (15%)	Final Grade
A=55+	A = 90-100	A = 90-100	A = 90-100%
B = 45=54	B = 80-89	B = 80-89	B = 80-89%
C = 35-44	C = 70-79	C = 70-79	C = 70-79%
D = 25-34	D = 60-69	D = 60-69	D = 60-69%
F = 24 or less	F = 0-59	F = 0-59	F = 0-59%

The net speed gain grade is based on net speed on five-minute timings. Net speed is calculated by taking gross speed minus number of errors. Only timings with 7 or less errors will be counted.

\*An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.

**Required Text, Readings, and Materials:**

- *Cortex Peters Championship Keyboarding, Skillbuilding & Applications, 4<sup>th</sup> Edition*, by Cortez Peters, 2004, Glencoe/McGraw Hill.

**Class Policies:**

As a student you are expected to attend all classes for which you are registered and will be accountable for all class work during an absence. Excessive absences or tardiness may result in a lowered grade or dismissal from the course. In addition, you are expected to complete all reading assignments, complete all homework assignments/projects and take all scheduled quizzes. Reading assignments should be completed at home before attempting to work on your assignments in the Flex Lab. Assignments must be completed and submitted in the order listed on the syllabus. When you are in this classroom, you need to be working on classroom activities only. All Web/Internet browsing must be specific to the course needs. All computer activity in this room is monitored. By taking this course, students agree to have their activity monitored while working in BU 404. This includes browsing the Web.

**STUDENTS ARE EXPECTED TO TURN OFF CELL PHONES OR SET THEM TO VIBRATE DURING CLASS TIME.** If you need to take a call, you must leave the classroom to do so. Students not abiding by these rules will be asked to leave the classroom.

An important objective of this class is to maximize each student’s opportunity to learn. You are asked to show respect, be courteous and considerate of each other at all times. Disrespectful or disruptive behaviors will not be tolerated. Use of inappropriate behavior or language can result in dismissal from class.

This is a self-directed course. It is up to the students to manage their time appropriately. **It is not acceptable to turn in all of your work at once. Any attempt to do so will result in an F for the course.** Students must work steadily on the course assignments; if no progress has been recorded for any two-three week period, the instructor has the option to DROP THE STUDENT FROM THE COURSE.

All course work is due before but no later than the final day of classes (December 11, 2015) DEPENDING ON YOUR START DATE.

**Last Date to Change to Audit Status or to Withdraw with a W Grade: November 12, 2015.**

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

## TENTATIVE CLASS SCHEDULE

Week 1	Introduction to Class Pretest Corrective practice
Week 2	Corrective practice Posttest 1 Pretest 2
Week 3	Corrective practice Posttest 2
Week 4	Pretest 3 Corrective practice
Week 5	Posttest 3 Pretest 4 Corrective practice
Week 6	Posttest 4 Pretest 5 Corrective practice
Week 7	Corrective practice Posttest 5 Pretest 6
Week 8	Corrective practice Posttest 6

***Instructor reserves the right to change any aspect of the course.***

**Flex Lab Hours, F15**  
MW: 9:00 am – 3:00 pm, 5:30 pm – 8:00 pm  
TTH: 9:00 am—4:00 pm  
Fridays: 9:00 am – 3:00 pm  
Saturdays 9:00-Noon except Holiday Weekends