

CASPER COLLEGE COURSE SYLLABUS
CMAP 1500: Computer Keyboarding

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

Course Description: This course will give students hands-on experience with the microcomputer keyboard for application in computer usage. Designed for students with no previous keyboarding instruction. Extra laboratory work may be required. Available for S/U or letter grade.

Statement of Prerequisites: None

Goal: To learn to use the computer keyboard and to begin to develop a consistent keyboarding speed using the proper technique.

Course Objectives:

- To learn the correct positioning and technique for proper keyboarding
- To develop the ability to properly key the alphabet, punctuation, symbols, and ten-key numbers by touch
- To establish a consistent keyboarding speed

Objectives : Successful completion of this course will enable students to:

- To demonstrate the correct positioning and technique for proper keyboarding
- To demonstrate the ability to properly key the alphabet, punctuation, symbols, and ten-key numbers by touch
- To exhibit a consistent keyboarding speed

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: Grades will be computed on a point scale and weighted. Points will be totaled at the end of the class and a percentage grade computed. You will be expected to complete a comprehensive final exam. Your final grade will be weighted as follows:

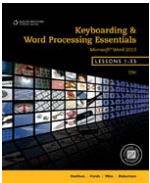
- 20% Daily Assignments
- 30% Speed
- 20% Accuracy
- 20% Final Exam
- 10% Subjective Factor*

*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.

Grades are calculated using a grading software program to allow for the above categories and their associated weights. You will receive a midterm and final grade for the course. The grading scale is as follows:

A	90-100%
B	80-89%
C.....	70-79%
D	60-69%
F.....	0-59%

Required Text, Readings, and Materials:



- *Keyboarding Course Lessons 1-25 19th^h Edition*, VanHuss, ISBN 9781133588955
- Note: Student work is saved to the software program so no flash drive is necessary

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 exams. 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 will 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 by working quietly. 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.

Submitting Assignments: Assignments for this class will be completed using the software. You will print your initial and Final Exam timed writings ONLY. Individual lessons will not be printed since the software keeps track of your progress. Your instructor will check the software to determine your progress in the class.

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. 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	Lessons 1, 1R, 2-5
Week 2	Lessons 6-10
Week 3	Lessons 11-15
Week 4	Lessons 16-20
Week 5	Lessons 21-25, ALL Numeric Keypad Exercises Final Exam: Written and production

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

To access the online component of this class, follow the instructions provided with the access code information that accompanies your textbook. Once you have registered online use the following code as your Course Code:

35a8a0e1-1537-4f9c-a44c-0fd3fdc0c37f