

BUS 315 - KEYBOARDING I ONLINE
COLLEGE OF SAN MATEO
CRN 41070 SPRING 2012

Instructor: Darrel M. Dorsett
Office hours: Check www.smccd.edu/accounts/dorsett

Email: dorsett@smccd.edu
Office: 17-101 or 14-103

TEXT: Gregg College Keyboarding & Document Processing, Lesson 1-20 Kit 4 with Access Code, 11th ed., Ober, Johnson and Zimmerly. ISBN-9780077377144

SUPPLIES: Computer with internet access to access <https://csm.gdp11.com>

COURSE DESCRIPTION: This is a beginning course to develop skills in computer keyboarding by touch, including speed and accuracy building and some basic word processing techniques.

To take this online course, you must have a PC computer, reliable internet access, and the ability to do the assignments without hands-on help.

If you are not able to do these things, then you should switch to one of the classroom sections.

LEARNING OUTCOMES: Access and navigate keyboarding tutorial software
Demonstrate knowledge of correct keyboarding fingering by touch
Demonstrate improvement in both keyboarding speed and accuracy

ASSIGNMENTS:  Lessons 1-20
 Skillbuilding Progressive Practice: Alphabetic and Numeric
 Supplementary Timed Writings: #1 and #2

ASSIGNMENT DUE DATES:

Mar. 16 Complete Lessons 1-12 (maximum points: 20)

Apr. 27 Complete Lessons 13-20 (maximum points: 20)

May 25 Complete:

Skillbuilding Progressive Practice: Alphabetic and Numeric

Must demonstrate improvement of at least 4 WPM (which means you have to do each at least twice to show improvement) (maximum points: 10)

Supplementary Timed Writings #1 and #2

Must pass at least one 3-minute Supplementary timed writing with no more than 3 errors on both Timed Writings #1 and #2 – the average of highest score with 3 or fewer errors for #1 and #2 will determine points (see GRADING section for maximum points)

May 25 is last chance to complete assignments (no work accepted after this date)

GRADING:	<u>20 points</u>	Lessons 1-12
	<u>20 points</u>	Lessons 13-20
	<u>10 points</u>	Skillbuilding Progressive Practice Alphabetic (improvement by no less than 4 WPM to receive points)
	<u>10 points</u>	Skillbuilding Progressive Practice Numeric (show improvement by no less than 4 WPM to receive points)
	<u>See below</u>	Based on average of best 3-Minute Supplementary Timed Writings #1 and #2 (3 error limit) 40 points for 40 and up WPM (words per minute) 30 points for 35-39 WPM 20 points for 30-34 WPM 10 points for 25-29 WPM 00 points for 24 or below WPM

A=90-100; B=80-89; C=70-79; D=60-69

A minimum of 70 points is required for a PASS in the PASS/NO PASS option.

Important Notes:

1. **Getting Started:** You will need to go to <https://csm.gdp11.com> and register using the access code that came with your textbook.
2. **Emails to instructor:** Remember to include **BUS 315** and **your last name** in the Subject line of any emails to me; otherwise, they may end up in junk mail.
4. **Late assignments are accepted as long as all assignments are submitted by May 25, 2012. No late penalties will be incurred.**
5. The syllabus and due dates are subject to change throughout the course. Changes will be announced on my faculty web site so you should bookmark it and check it frequently. The Syllabus with due dates posted on my faculty web site will always be the most current version.
6. **Other key dates to keep in mind:** Check for these at <http://collegeofsanmateo.edu/importantdates/>
Last day to change Pass/No Pass or Letter Grade options
Last day to Drop a course so course does not appear on transcript
Last day to Drop a course (course appears with a "W" on transcript)

It is the student's responsibility to meet the above college deadlines, including dropping the course by the college deadline to avoid receiving a failing grade for the course.

Student Conduct

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens, and in a manner compatible with the District and College function as an educational institution.

Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District.

For more information on prohibited actions, please refer to the Student Conduct section in College of San Mateo's Academic Catalog.

Disrespectful, disruptive and/or dishonest behavior will not be tolerated, will result in removal from one or more class sessions and may result in disciplinary action.

Immediate Disciplinary Actions:

1. Warning – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
2. Temporary Exclusion – a faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the next class session.

If you are removed from a class session, it will count as an absence for that class session.

Plagiarism

Plagiarism occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgement, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own.

Any assignment found to be plagiarized will be given an "F" grade. **There is Zero Tolerance for plagiarism and cheating.** All instances of plagiarism will be reported for possible further discipline.

Smoking Policy

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking will be limited to parking lots only. There is no smoking on the campus itself.

Repeatability Policy

A student who has received a grade of D, F or NC/NP in a course taken in the San Mateo County Community College District may repeat the course up to **two times** for purposes of grade alleviation. If the student receives a grade of D, F or NC/NP after the third try, they will not be allowed to retake the course without special permission.

Repeating a course for grade alleviation will not erase the original grade(s) from your transcript.

Sexual Harassment Policy

It is the policy of the San Mateo County Community College District and the College of San Mateo to provide an educational and work environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. **The District promotes zero tolerance for behaviors which constitute sexual harassment in its educational and workplace environment for both employees and non-employees.**

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice President of Student Services in the Administration Building, Room 275; (650) 574-6118.

For more information, please refer to the College Policies section in College of San Mateo's Academic Catalog.

Disabled Students Programs & Services (DSPS)

Contact Us

Location: College Center Building 10, Room 120 **Telephone:** Laura Skaff: (650) 574-6438 **Email:** skaffl@smccd.edu **Fax:** (650) 574-6434

EOPS & CARE

Contact Us

Please feel free to visit us at College of San Mateo, College Center Building 10, Room 110. Office hours are Wednesday, Thursday, & Friday, 8 am to 4:30 pm, and Monday & Tuesday, 8 am to 6:30 pm. Evening hours available by arrangement. Summer hours may vary.

EOPS/CARE College of San Mateo 1700 W. Hillsdale Blvd. College Center Building 10, Room 110 San Mateo, CA 94402

For an appointment, or to learn more about EOPS/CARE services, please call or fax us at:

(650) 574-6154

(650) 574-6157 Fax

You may email us: Tami Hom, Program Services Coordinator homt@smccd.edu John Vehikite, Program Services Coordinator vehikitej@smccd.edu

Counseling Services

Contact Us

eAdvising eAdvising is available to answer very basic questions regarding enrollment and attendance at College of San Mateo. We do not provide in-depth advising or degree evaluations or career counseling in the "eAdvising" format. For in-depth issues please schedule an appointment to meet with a counselor.

Counseling Appointments College Center Building 10, Room 340 (650) 574-6400

For general questions, please contact the following staff according to relevance:

Counseling/Matriculation

Marsha Ramezane
Dean of Counseling
(650) 574-6413

Mike Mitchell
Transfer Services
(650) 358-6839
mitchellm@smccd.edu