

BUS315/KEYBOARDING I online
Fall, 2009
COLLEGE OF SAN MATEO

Instructor: Darrel M. Dorsett
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Office hours: By appt.

TEXT: Gregg College Keyboarding & Document Processing, Lesson 1-20 Kit, 10th ed. Ober, Johnson and Zimmerly. Boxed Softcover Set, 2006, ISBN-13 9780073138497

SUPPLIES: You'll need to save data before uploading to Instructor's Course Management site. Use your hard drive (best way), USB drive, or 3.5" high density (hd) floppy disk.

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.

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 (using software and text)
☞ Skillbuilding Progressive Practice (software and text)
☞ Supplementary Timed Writings (software and text)
☞ Misstroke Analysis and Prescription--MAP (software)

GRADING:

<u>40 points</u>	Lessons 1-20 (complete and by due date)
<u>10 points</u>	Skillbuilding Progressive Practice (improvement by no less than 4 WPM)
<u>10 points</u>	MAP (Misstroke Analysis Prescription)
<u>40 points</u>	Two 3-Minute Supplementary Timed Writings (3 error limit)
	40 points for 40 and up WPM
	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
	<u>A=90-100; B=80-89; C=70-79; D=60-69</u>

Notes:

1. Email to instructor: Use only college issued account and remember to include the Subject line **BUS315**; otherwise, they may be deleted as junk email.
2. If you have a documented disability and need accommodations for this class, contact the Disability Resource Center (DRC) for assistance. DRC is located in 16-150; (650) 574.6438; TTY (650) 574.6230.
3. Dropping class: It is student's responsibility to drop a class through Registrar.