

**OAKTON COMMUNITY COLLEGE
CLASS SYLLABUS**

Instructor: Cheryl Brown

Online Office Hour: Monday evening 10:00-11:00 pm

On campus office hours vary each semester.

Contact me if you would like to make an appt. cbrown@oakton.edu

I.	Course Prefix	Course Number	Course Name	Credit	Lecture	Lab
	CAB	106	Keyboarding Speed and Accuracy Development	1	1	1

II. PREREQUISITE:

Typing skill of a minimum of 15 wpm. (without looking at the keyboard)
(if you don't know the keyboard, you should enroll in CAB 102 Beginning Keyboarding first)

III. COURSE (CATALOG) DESCRIPTION:

A keyboarding course designed to increase your keyboarding speed as well as improve your keyboarding accuracy by diagnosing your weaknesses and prescribing individualized corrective practice.

IV. LEARNING OBJECTIVES:

To improve speed and accuracy of keyboarding skills, as well as keyboarding techniques.

V. ACADEMIC INTEGRITY:

The very nature of higher education requires that students adhere to accepted standards of academic integrity. Therefore, Oakton Community College has adopted a Code of Academic Conduct and a Statement of Student Academic Integrity. These may be found in the Student Handbook. You may also find a summary of the Code of Academic Conduct in the College Catalog. Among the violations of academic integrity listed and defined are: cheating, plagiarism, falsification and fabrication, abuse of academic materials, complicity in academic dishonesty, falsification of records and official documents, personal misrepresentation and proxy, and bribes, favors, and threats.

It is the student's responsibility to be aware of behaviors that constitute academic dishonesty.

Pursuant to the due process guarantees contained in the Policy and Procedures on Student Academic Integrity, the minimum punishment for the first offense for a student found in violation of the standards of academic integrity is failure in the assignment. In addition, a disciplinary record will be established and kept on file in the office of the Vice-President for Student Affairs for a period of 3 years.

VI. OUTLINE OF TOPICS:

- A. Warm up 5 minute Timed Writing
- B. 5-Minute Pretest Timing
- C. 1-Minute Diagnostic Tests (10 sentences)
- D. Charting Pretest Results
- E. 1-Minute Skill Development Paragraphs
- F. Corrective Practice Drills for Speed and Accuracy
- G. 5-Minute Posttest Timing

VII. METHODS OF INSTRUCTION:

Skill building by using diagnostic tests, appropriate prescriptive drills, and individual and class instruction.

VIII. COURSE PRACTICES REQUIRED:

- A. Complete assignments (cycles) as scheduled.
- B. Communication with instructor via email.
- C. Respond to instructor's email within 3 days.
- D. Internet access preferred however you can work in the computer lab at Oakton (room 1835 against the wall. Ask the lab aid).
- E. PC computers only. (software is not MAC compatible)
- F. Seminar schedule may be adjusted based on needs of the class. It is the student's responsibility to be prepared for each class.

IX. INSTRUCTIONAL MATERIALS:

Cortez Peter's Championship Keyboarding Drills, **FOURTH** Edition, Cortez Peters; Glencoe/McGraw-Hill (Required) This book includes the necessary software on a CD. **It must be a 4th edition book.**

X. METHODS OF EVALUATING STUDENT PROGRESS:

- A. Speed and accuracy improvement. 70%
5 net wpm=C, 10 net wpm=B, 15 net wpm=A
(net words per minute—rate minus errors)
- B. Weekly assignments submitted online on time 20%
- C. Email communication (check your email regularly) 5%
- D. Skill Development Paragraphs (weekly attempts) 5%

Since students will be entering course at many skill levels, evaluation will be based on an individualized grading scale established by diagnostic tests and performance.

XI. OTHER COURSE INFORMATION:

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in the Learning Center. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

Software users! Copying software is in violation of Federal law and College policies. Suspected violations will be vigorously investigated and if warranted, appropriate penalties will be applied. Specifically, you do not have the right to; Make copies of software for yourself or others or receive and use unauthorized copies of software.

SOFTWARE CHECKOUT

The Computer Technologies and Information Systems (CTIS) department at Oakton Community College has formed a partnership with Microsoft through the Microsoft Academic Alliance (MSDNAA) that provides students registered for credit classes in CTIS (CIS, CAS, WWW, COT, LAN) with selected Microsoft software products for use in coursework and personal projects. Currently, this software includes Visio, Windows XP, and Visual Studio.Net. Students may checkout the software from the reserve desk in the library on either campus, install the software on their home computer, and return the software within three days. Fines will be applied if the software is not returned by the due date. In the near future, more software will be available and students will be able to download the software.

CAB 106-4/93 Revised 6/11 for D2L