OFT 121-- Introduction to Keyboarding  

Fall 2009

Instructor: Gloria Morgan, Professor  
Office: 8-534, Brighton
Office Hours: M, W 11-11:50; T 3-3:50 (6-431a); R 12:30-1:50 (6-431a)
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COURSE DESCRIPTION:
Student will be introduced to touch typing for alphabetic, numeric, and symbols keys. Straight copy rates for speed and accuracy developed. No word processing skills covered. One Credit.

OBJECTIVES:
1. Memorize the alphanumeric keyboard for efficient keyboarding skill.
2. Develop straight copy speed of 25 gross words per minute.
3. Identify errors and make corrections.

REQUIRED MATERIALS:
College Keyboarding, 17e Edition, Lessons 1-25, Keyboarding Course by VanHuss, Forde, and Woo
One Flash Drive
Folder for class materials.

REQUIREMENTS:
1) A minimum of three timed writings within the one-error limit achieved only during class.
2) Submit all Lesson Reports on time. No reports will be accepted after the last day of class.
3) This is a "HANDS ON" Course, requiring outside work.

PLAN TO DO WORK OUTSIDE OF CLASS TO DEVELOP SKILLS

ATTENDANCE AND WITHDRAWAL POLICY:
Attendance is mandatory. Student will work through lessons 1 – 25 at an individual pace. If you have more than three hours of absence prior to completion of the lessons 1 – 25, you will be dropped. One-minute timed writings will be given weekly during class for grading purposes.

GRADING:
Timed Writing (3) 50%
1-minute rates within 1 error, 3 timings

A = 25 wpm
B = 20 – 24
C = 15 – 19
D = 10 – 14
F = 9 and under

Lesson Assignments 40%
Technique 10%
CLASSROOM ETIQUETTE/EXPECTATIONS:
Electronic devices are not permitted in the classroom unless they are on vibrate or off (my preference). Should your device sound in any way, you will be asked to immediately leave and return on the next class meeting. No food/candy will be allowed in the classroom. Only drinks that have secure lids and/or caps will be permitted. Timed Writings will be given twice a week. As timings begin at the start of class, students who arrive late will need to wait until the timings are completed before entering the classroom. Should it be discovered that you are working on material for another class and/or using other software (including Explorer or Netscape) without permission, you will be asked to immediately leave and return on the next class meeting. Should you have any documented disability please inform me in writing before the end of the second class.

ACADEMIC HONESTY:
In accordance with MCC policies and regulations, an “F” will be recorded for the test or assignment on which cheating has been ascertained and shall be promptly reported in writing to the Department Chairperson and the Vice President for Student Affairs. Any form of academic dishonesty will jeopardize your success in this class.

LEARNING CENTERS:
Monroe Community College has a number of Learning Centers at Brighton (for example, Accounting, Math, Nursing, Psychology, Writing, the Electronic Learning Center, etc.) and at Damon (for example, the Integrated Learning Center, the Electronic Learning Center, and the Legal Learning Resource Center). The Office and Computer Programs Department Learning Center is located in Room 9-251.

Learning Centers are staffed with instructional personnel and may be equipped with computers to assist students. It is recommended that students use these Learning Centers to get additional assistance with concepts learned in the classroom.

- Brighton - the Brighton Learning Center, Bldg. 11, Room 106
- Damon - the Damon Integrated Learning Center in 4-130, the Electronic Learning Center in 4-071 and the Student Services Office on the fifth floor

EMERGENCY CLOSINGS:
If the College is closed due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 a.m. In addition, the homepage on the MCC website (www.monroec.edu) will display a message indicating the College is closed. Please do not call the College to avoid overloading the telephone lines.

CLASS CANCELLATION:
Information is available daily on the web or through the telephone. Simply go to the MCC website (www.monroec.edu) and under the “Quick Links” window on the homepage, click on “Class Cancellations”. Additionally, class cancellation information is available by dialing 292-2066, press “1” for the Brighton Campus and “2” for the Damon Campus. If possible, please use the web as there could be delays in the voice recordings based on the number of cancellations.
**SCHEDULE FOR OFT 121**
Fall 2009
Morgan

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Complete Lessons</th>
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</thead>
<tbody>
<tr>
<td>One</td>
<td>9/8</td>
<td>Alphabetic Lessons 1, 1R, 2, 3, 4, 5, 6</td>
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<tr>
<td>Two</td>
<td>9/15</td>
<td>7, 8, 9, 10, 11, 12</td>
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<tr>
<td>Three</td>
<td>9/22</td>
<td>13, 14, 15, 16, 17</td>
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<tr>
<td>Four</td>
<td>9/29</td>
<td>18, 19, 20, 22, 23</td>
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<tr>
<td>Five</td>
<td>10/6</td>
<td>24, 25 Keypad 1, 2, 3, 4</td>
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Print the Lesson Report after the completion of each Lesson; no Report, no credit.
All textbook keying MUST be completed.
Incomplete lessons receive NO CREDIT.
LAST DAY OF CLASS IS OCTOBER 8 – All work due by the end of class.

**Should class be cancelled due to weather or any other reasons, you are responsible for following the schedule.**