



## *Course Syllabus*

**Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website**

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### **Course Information**

*POFT 2303, Speed and Accuracy Building*

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### **Type of Course/Delivery Mode/Testing Requirements**

*100% internet Lecture 3 hrs/wk online, Lab 1 hr/wk via lesson assignments*

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### **Professor Contact Information**

*Mrs. Michelle Flores*

*floresm@grayson.edu*

*Office hours: Contact via email for appointment*

***Email or messaging through the Canvas course is the preferred method of contact.***

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### **Course Pre-requisites, Co-requisites, and/or Other Restrictions**

*Preferred: Previous keyboarding skills. Minimum 24 Words per minute (WPM)*

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**Course Description – POFT 2303 Speed and Accuracy Building. (3-1-3). Review, correct, and improve keyboarding techniques for the purpose of increasing speed and accuracy. (R)**

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### **Student Learning Outcomes**

- 1. The student will be able to demonstrate advancement in keyboarding techniques by submitting assigned lessons.*
- 2. The student will be able to implement decision-making skills.*
- 3. The student will be able to communicate to instructor any difficulties he or she is having with assignments.*
- 4. The student will be able to organize, process, and maintain assignments in a systematic fashion.*

5. *The student will be able to practice corrective drills in order to build on keyboarding speed, accuracy, technique.*
  6. *The student will be able to demonstrate concern for high quality results in all assignments.*
  7. *The student will be able to demonstrate correct techniques in typing, ie posture, finger position, etc.*
  8. *The student will be able to demonstrate a higher level of speed and accuracy by producing the desired increase in results.*
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## **Required Textbooks (ISBN # included) and Materials**

*Purchase an Access Code for **Keyboard Mastery by Barbara Ellsworth** online at [www.keyboardingonline.com](http://www.keyboardingonline.com). Or through the Follet Campus Bookstore. See instructions in Course Module 1.*

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## **Outline of Topics Covered**

*Keyboarding Techniques  
Timed Writings  
Keyboarding Lessons*

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## **Methods of Evaluation**

### **Grading**

#### ***EXAM STRUCTURE***

*Evaluation is based on individual performance.*

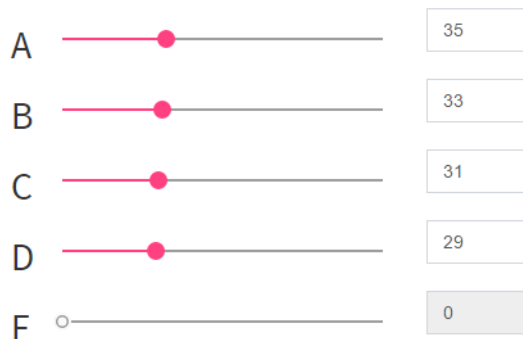
#### ***GRADING SCALE***

*Grading scales are **individually** based determined by the scores on the Entrance Timing. **ALL 33 LESSONS, OPTIONAL TIMINGS 34, 35, 36, 37 MUST BE COMPLETED IN ORDER TO RECEIVE A WEIGHTED GRADE IN THIS CLASS. IF ALL LESSONS ARE NOT COMPLETED THE STUDENT WILL HAVE EARNED A ZERO OR "F" IN THIS CLASS.***

#### ***"LATE ASSIGNMENT" POLICY***

*The instructor has the ability to "see" the progress of each student throughout the course. There is no such thing as a "late assignment" in this class. If you have a problem with the due date of an assignment, inform the instructor **BEFORE THE DUE DATE**. Each case will be decided on a need basis. See the course assignment schedule for due dates. For students who have not completed their assignments by the due dates, there will be a -1 pt. WPM assessed from the final score each week. Example: Final score 35=A; late 3 weeks during the semester; Final score 32. As you can see this could be the difference between an A or a C.*

### Example: 35 WPM Grading Scale



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## Methods of Instruction

*The assignments in this class are internet based. The student will be able to access the Keyboarding Mastery lessons from any computer by logging into the Ellsworth site. Instructional material will be posted in Canvas.*

## Course & Instructor Policies

### **Class Attendance**

*Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Attendance for this class is determined by completed academic assignments. Academic assignments are defined as lessons **completed** in the keyboardingonline.com site. Students taking courses during compressed semester time frames such as 8 week, mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. **In accordance with the College's Developmental Education Plan, students withdrawn from their only developmental course may be withdrawn from all academic courses.** In addition, students' eligibility to receive financial aid or live in a college dormitory can be affected by withdrawal from courses. When administrative withdrawal occurs, any tuition refund would be made in accordance with state regulations.*

***You must complete assignments by the prescribed due date. See the attached class assignment schedule with due dates/times***

### **Student Conduct & Discipline**

*The instructor in this class has supreme authority. The due times for assignments for this class may vary, do not assume that the due times are the same for all assignments. Tardiness will not be tolerated; you must have your work completed on time. This class adheres to the conduct & discipline policies located in the Student Handbook.*

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## **Academic Integrity**

*The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.*

*Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Any student who commits an act of scholastic dishonesty is subject to discipline.*

*Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.*

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## **Copyright Notice**

*The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act.*

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## **Withdrawal from Class**

*The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in the semester's schedule of classes. Administrative procedures must be followed. It is the student's responsibility to handle student initiated withdrawal requirements from any class. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled (see GC College Catalog for details).*

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## **Disability Services**

*The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room SC 115 in the Student Success Center.*

*The contact information for the Office of Disability Services is:*

*Jeffri Hodge*

*(903) 463-8751 (voice or TTY)*

*[hodgej@grayson.edu](mailto:hodgej@grayson.edu)*

*If you anticipate issues related to the format or requirements of this course, please discuss accommodations with the instructor of this course and then with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.*

*It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.*

### **Financial Aid**

*Students receiving Title IV funds (Pell, Federal Grants, and Student Loans), who subsequently withdraw from classes, will be required to return a portion of the federal financial aid received. Only the percentage of aid earned (determined by the percentage of time attended) will be eligible for retention on the student's behalf. Any aid that is not earned must be returned to its source. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Further details can be obtained from the Office of Financial Aid.*

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### **Drop Rule**

*Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if (1) the student drops a course after census date or (2) the student is not dropping the course in order to withdraw from the institution. Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause before the drop. Students with questions should contact the Counseling Office or the Office of Admissions & Records for more information before dropping a course!*

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### **Student Responsibility**

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

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## **TITLE IX**

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation. For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
- Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
- Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 91

Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730

For Any On-campus Emergencies: 911

\*\*Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences. \*\*These descriptions and timelines are subject to change at the discretion of the Professor. \*\* Grayson College campus-wide student policies may be found at the following URL on the College website:

<https://www.grayson.edu/currentstudents/Academic%20Resources/index.html>

## POFT 2303 Assignment Schedule for Fall 2020

Week	Due Date/Time	Activity
1	August 24; 8:00 p.m.	Course Entry Timing
1	August 24; 8:00 p.m.	Student Contract
1	August 30; 11:00 p.m.	Lessons 1-5
2	September 6; 11:00 p.m.	Lessons 6-10; Discussion 1
3	September 13; 11:00 p.m.	Lessons 11-14; Timing # 1 & 2
4	September 20; 11:00 p.m.	Lessons 15-19
5	September 27; 11:00 p.m.	Lessons 20-24 Discussion 2
6	October 4; 11:00 p.m.	Lessons 25-29
7	October 11; 11:00 p.m.	Lessons 30-33; Timing # 3 & 4

It takes approximately 45 minutes to complete each lesson. If you finish your lessons before the assignment is due, use that time to work ahead or raise your scores.

### **IMPORTANT NOTICE**

**I CANNOT STRESS THIS ENOUGH.** You are **required** to complete **all** assignments in this course, failure to do so will cause you to earn a failing grade. It is the student's responsibility to have all assignments completed by the assignment due dates. Failure to do so will cost 1 point (Word Per Minute [WPM]) in your Final Grade. This could be the difference between a passing and a failing grade. For instance, if your grading scale requires that you type a minimum of 35 WPM to earn an "A" and you complete all lessons with a final WPM of 35 but you completed your assignments late on 3 occasions, you will lose 3 WPMs causing your final WPM to be 32 and you will have earned a "B" in the class. Please contact the instructor if you have an emergency. Granting extra time is at the instructor's discretion.

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