BGN 101 TYPING
SYLLABUS

INSTRUCTOR INFORMATION

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PHONE NUMBER: (707) 527-4435 (BAD Department)

E-MAIL: kboyett@santarosa.edu
Please put *"BGN 101"* as the subject of your e-mail
(You can expect a response within 24-48 hours during
the week)

SRJC HOMEPAGE: http://online.santarosa.edu/homepage/kboyett/

OFFICE/LAB HOURS: Monday and Wednesday = 8:30 a.m. to 8:50 a.m.
Monday and Wednesday = 12:00 p.m. to 12:20 p.m.
Friday = 8:30 a.m. to 9:00 a.m. and 3:50 p.m. to 4:10 p.m.
By appointment.
You can find me in the classroom, lab, or Adjunct Faculty
offices.

WELCOME TO TYPING

I am glad you are considering learning to type in a manner that will allow you to have the greatest accuracy and speed while preventing injury to your body. Typing is the skill that gets you a beginning or entry-level job, and it is the skill you use as you advance in whatever you do. It is the foundation for all software programs. I look forward to helping you obtain this valuable skill.

This course is offered face-to-face, allowing you the opportunity to interact with the instructor and practice your new skills in class. In order to succeed in this course you need to keep up with your assignment schedule. It will be important for you not to fall behind in the lessons. You will have assignments, timed writings, quizzes, etc. with specific due dates.

COURSE DESCRIPTION

This is an eight-week 1.5 unit course. The purpose of the course is to help develop the ability to type using the "touch" method using computerized typing software. This means that you will learn to type without looking at the keyboard. Emphasis is placed on analyzing and enforcing proper keyboarding and ergonomic techniques with a focus on taking preventative measures to prevent cumulative trauma disorders. Accuracy and speed development are emphasized throughout the

course, as well as proofreading. To be successful in this class, you should be able to work independently, possess basic computer skills, have good time management, and be willing to discipline yourself to learn keyboarding using the proper techniques and ergonomics.

PREREQUISITES

There are no prerequisites for this course.

COURSE UNITS

Upon successful completion of this course you will earn 1.5 units that are AA Degree applicable.

You may choose to receive a letter grade for this course OR you may choose the P/NP option. By default you will receive a letter grade for this course. If you decide to choose the P/NP option, you must notify the Admissions and Records office by the specified date.

STUDENT LEARNING OUTCOMES

Students will be able to:
1. Use correct typing techniques.
2. Apply appropriate ergonomics techniques.
3. Use correct proofreading marks.

COURSE OBJECTIVES

Upon completion of the course, students will be able to:
1. Operate the following keys by touch: all alphabet keys, punctuation keys, top row number keys, and symbol keys.
2. Continuously improve typing speed and accuracy.
3. Discuss, apply, and use appropriate typing techniques.
4. Demonstrate appropriate ergonomic techniques.
5. Identify and operate computer function keys.
6. Use and interpret proofreading marks.
7. Use correct spacing after punctuation marks.

Course Outline website:
https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?mode=1&CVID=12998&Semester=20107

COURSE TOPICS

- Alphabetic, number, and symbol keys
- Computer function keys
- Ergonomic techniques
  a. Correct posture
  b. Workstation organization
  c. Exercises and preventative injury measures
  d. Typing without looking

- Breaking bad habits
- Typing progressive length paragraphs
- Proofreading marks
- Spacing principles

TEXTBOOK

The REQUIRED textbook for the class is:

" Keyboarding Course, Lesson 1-25 with Keyboarding Pro 6: College Keyboarding, 18th Edition with CD-ROM Individualized License software."

Author: VanHuss, Forde, Woo
Publisher: South-Western Educational & Professional Publishing, 2010.

The textbook is available at either the SRJC bookstore or the Petaluma bookstore. If one of the bookstores is out of stock, request that they check with the other bookstore. You can also contact the SRJC Book Store on the web at: http://bookstore.santarosa.edu/santarosa/home.aspx to have the text mailed to you.

Caution: Please be cautious about purchasing online. If you purchase from a source other than one of our campus bookstores, allow two to three weeks for delivery. Many times it takes weeks for the books that have been ordered online to arrive, and you fall behind in completing the assignments. Sometimes pages or CDs that should come be included are missing from the books.

IMPORTANT DATES

Date Class Begins	1/18/2017
Last Day to Add	1/18/2017
Last Day Drop for Refund	1/23/2017
Last Day Drop without "W"	1/30/2017
Last Day for P/NP option	2/01/2017
Last Day Drop with "W"	3/05/2017
Class Ends	3/15/2017

***If you attend class, I will not drop you. It is the student's responsibility to file an official add or drop or a P/NP option for this course.
Failure to drop will result in a failing grade.***

ATTENDANCE AND PARTICIPATION

It is imperative that you attend each class. A skill is only learned by consistent practice. You will need to sign the roll sheet at each class meeting. This process assures the instructor that you are attending class, completing assignments, and taking tests. Students arriving ten minutes or more after class are considered "late" and some activities may no longer be available. Failure to sign in at a class meeting counts as an absence.

A student is to be "actively" participating in class. At no time should a student be involved in such behavior as playing computer games, surfing the Internet, reading or writing emails, accessing their phone, etc. Not only does this take away from the student's involvement in the class, but it is also distracting to the instructor and other students in close proximity. A student who participates in these types of activities may be asked to leave.

HARDWARE AND SOFTWARE

This class will be using PC computers with the Windows 7 operating system. The software is installed on the Maggini Hall or Petaluma lab computers. Work done outside of the classroom or lab must be done on compatible equipment and using the same software. This course does NOT support Macintosh OS or computers.

EXPECTATIONS

This is a motor skill development course. A motor skill is developed over a period of time with daily instruction and/or practice. Thus, the course meets twice a week for one hour and forty minutes each session for eight weeks. In addition, more hours may be needed in the BCL lab or at home in order to complete all lessons and other course activities. All course work must be completed in the eight-week period to pass the class.

You will be responsible for the following:
- Attend each class.
- Do not be "late" (10 minutes) to class. Some activities may not be accessible.
- Read the material in your binder at least two times. Follow all instructions in the binder, class lectures, software, and textbook.
- Complete all assigned lessons, exercises, quizzes, timed writings, ergonomic activities, etc. according to the class schedule.
- Submit your assignments on time according to the class schedule.
- Do not allow yourself to get behind in your assignments.
- Maintain the highest standards of academic honesty and integrity while in this course and as a student at Santa Rosa Junior College.

STUDENT CONDUCT

Students are to conduct themselves in a manner which reflects their awareness of common standards of decency and the rights of others. All students are expected to know the Student Conduct Code (http://santarosa.edu/for_students/rules-regulations/scs/section1.shtml) and adhere to it in this class. Students who violate the code may be suspended from two (2) classes and referred to the Vice President of Student Services for discipline.

HOW TO SUCCEED IN THIS CLASS

- Read the material in your binder at least two times.
- Do not allow yourself to get behind in your assignments.
- Do not be "late" (10 minutes) to class. Some activities may not be accessible.
- Plan and allow yourself at least two to three hours each week outside of class to complete your assignments.

GETTING HELP

Santa Rosa Junior College's goal is to provide students who do not have home computers and an Internet connection an opportunity to complete this class in our computer labs on the Santa Rosa and Petaluma campuses. The labs at the SRJC Main Campus and the Petaluma Campus currently have the keyboarding software available on their computers for student use. You can access the various lab schedules at http://online.santarosa.edu/presentation/page/?37555.

SRJC Main Campus, Room 2811, Maggini Hall: (707) 527-4879
Petaluma Campus, Room PC 641, Richard W. Call Building: (707) 778-3905

If you are installing the software at home or work, you will be on your own to troubleshoot any difficulties. Make sure that you have a printer connected to your computer and that you can print from the software to the printer. You must be able to print a Lesson Summary Report. If you cannot print this report, then you will need to use the computers in the lab to complete your lessons.

STUDENTS WITH DISABILITIES

Students with disabilities who believe they may need accommodations in this class need to contact Disability Resources (527-4278), 3rd floor Bertolini, as soon as possible to better ensure such accommodations are implemented in a timely fashion. *Since this is only an 8-week short course, I must receive documentation within the first week to comply with any modifications necessary.*

GRADING

In order to receive a passing grade in this course, all lessons and timed writings must be completed. Class time will be spent discussing the material and lessons

presented in the textbook, lectures, viewing videos, taking self-assessments, etc. The lectures given during the class time are important for your understanding and successful completion of the course materials. Therefore, it is important that you arrive at class on time to receive the lecture materials, take the self-assessments, etc. It is your responsibility to obtain a copy of each handout, especially if you are absent on a lecture day. Some class time may be available to complete the lessons. Your grade will be based on the following five (5) areas:

Lessons
There are 25 lessons. You must complete ALL lessons to receive the points for this portion of your grade. After the first week, lessons can be done at home or in the lab. If working at home, you must be able to print a Lesson Summary Report to submit. If you cannot do this, then you will need to use the computers in the lab to complete your lessons. Lesson completion counts for 20 percent of your total grade.

Ergonomic Activities
Ergonomics is a very important part of learning to type correctly. You will have several different activities related to ergonomics. This will constitute 20 percent of your total grade. Students who don't meet the ergonomic requirement of keeping your eyes on the copy will only receive 10 percent instead of 20 percent for this activity.

Quizzes
QUIZZES: There will be ten (10) online quizzes/activities over ergonomics and various aspects of typing. These quizzes can be true/false, multiple-choice, matching, fill-in the blank, short answer, etc. Only the first submission will be accepted for each quiz. Opening the quiz and not completing it counts as a submission. Be sure you are ready to complete the quiz once you open it. Absent or tardy students will not be able to make up these quizzes. You will need a valid email address, your SRJC MyCubby ID, and Pin Code to complete the quiz.

PROOFREADING ASSIGNMENTS: Since proofreading is an important part of typing, you will have ten (10) proofreading assignments. These will be handed out in class and due that day before you leave class. Absent or tardy students will not be able to make up these assignments.

LESSON ASSESSMENTS: To encourage you to "read" the information in the textbook and software, you will have eight (8) textbook assessments over the material presented in the lessons. You will be allowed to reference your book and the software to complete the assessments. These will be done online after you have completed specific lessons.

The three activities listed under "Quizzes" are worth 20 percent of your grade.

Ending Speed
At the end of class you will take two Official 3-Minute Timed Writings. These timed writings will be on different material and will need to be completed with three or fewer errors. Your speed and errors will be averaged together to determine your Ending Speed which is 20 percent of your total grade. These timed writings must be taken in class under the supervision of the instructor.

Supplemental Timed Writings
After completing Lesson 10, you will begin Supplemental Timed Writings. You must complete ALL supplemental timed writings to receive the points for this portion of your grade. Supplemental timed writings can only be done during class with the instructor present. These timed writings count for 20 percent of your total grade.

ALL WORK MUST BE SUBMITTED BY THE END OF CLASS ON THE LAST DAY OF SCHEDULED CLASS. NO EXCEPTIONS!

The following grading scale will apply   90-100 A   60- 69 D
(percentage of total points):   80- 89 B   00- 59 F
                                           70- 79 C

ACADEMIC INTEGRITY

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they (but not limited to):

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.
6. Using another student's storage device.

The penalty for violating the honor code is severe. Any student violating the honor code by copying or claiming the work of others as their own is subject to receiving a zero (0) grade for the assignment/test and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of the subject matter. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects,

assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor!

NOTE: *The tests in this course are an assessment of your knowledge; that is, what you know. Therefore, no resources whether written (notes or textbook) or fellow student may be used during a test.*

Please read the college policy/procedure on academic integrity at: http://www.santarosa.edu/polman/3acadpro/3.11P.pdf.

COURSE CONTRACT

This syllabus is an agreement between you and the instructor. Continued registration in this course means that you agree to the policies and procedures outlined in this syllabus.

This syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. However, the instructor reserves the right to modify, supplement, and make changes for clarification purposes.

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