

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTRO TO KEYBOARDING**

**POFT 1393 H001**

**CRYSTAL JOHNSON**

**NOTE: This is a 16-week course.**

**NOTE: This is a Hyflex course.**

## INTRO TO KEYBOARDING

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### **Course Description:**

Includes topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers, typewriters, and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lecture)

### **Prerequisites and/or Corequisites:**

None.

### **Course Notes and Instructor Recommendations:**

As your instructor, I am extremely interested in your success in the course. If you feel you need additional information, individual help, or just a little encouragement, please come by my office to schedule an appointment. My office hours are posted on my office door and in Brightspace. If you are unable to meet during office hours, we can schedule a time outside of those hours. I may require students to speak with me by telephone or in person at my discretion. Furthermore, in the course of this class, I may need to verify a student's identity using information available from academic records.

Students will need access to Zoom and a web cam for completing the technique evaluation if not attending class in-person. **Timed writing competencies will be administered in the Business Technology Lab in the Business and Technology building, room 103 during normal operating hours (in-person) or during class if attending face-to-face.** Even if attending face-to-face, you may still need to complete timed writings in the lab due to the time it takes for some to complete these. If you are unable to come to campus for timed writings due to an instructor-approved reason, please contact me immediately to discuss alternate arrangements.

**You will need money on your MAC card to pay for printouts in the lab.**

The Business Technology Lab is located on the 1<sup>st</sup> floor of the Business and Technology Building (room 103). The hours are:

- Monday through Thursday- 8:00 a.m. to 7:30 p.m.
- Friday- 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m.
- Saturday- 9:00 a.m. to 3:00 p.m.

Timed Writing completion requires the use of proper technique, which is covered in the course orientation. Students who do not demonstrate proper technique or do not adhere to the rules for

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completing Timed Writings will not receive credit for the Timed Writings being worked on at the time of the infraction.

Timed Writing Competencies are your final exam for this course. As such, it does require a considerable amount of time and effort. Students can expect to spend many hours trying to earn their competencies. Students will be encouraged to begin working on these the last several weeks of class. Waiting until the last few days of class can cause a large amount of stress and will reduce the likelihood of success.

This is a skills based course. This means that it takes continuous practice. Students who miss work or only work on assignments one day a week are typically not successful. Students should practice every day to develop their typing skills.

**Deadlines are important.** Deadlines are just that “deadlines.” Therefore, the students need to make sure that they read the tentative schedule to know when deadlines are scheduled. The students need to organize their time to meet these deadlines. If you have an emergency arise, please contact me. I understand that life sometimes happens.

**Communication with Instructor** – Students will use their student email account. E-mail messages from outside e-mail accounts will not be answered. Email or phone messages received during the weekend will be handled the first day of classes the following week. Though I strive to return messages within a few hours, please allow up to a 24 hour turn around for messages during the workweek.

When emailing the instructor, students must include the course title in the subject line. Written communication should be in a professional format and should include a greeting and closing. Students should include their name in their e-mail closing.

Please do not use the instant messaging feature in Brightspace. I do not always receive the messages or receive them many days later.

I will communicate with you regularly. You will receive e-mails with your course progress. Towards the end of the course you may receive multiple e-mails a week. I will also post course announcements frequently. It is important that you check your student e-mail and course announcements at least every other day during the week.

**Hardware/Software Requirements:**

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- To complete this course, you **MUST** have access to the Internet and SAM (Cengage).
- If you do not have access to the Internet, you may use the Office Technology Careers Lab that is located in the Business and Technology Building, 1st floor. Students may also use the MCC Library.

Technology can sometimes fail. It is your responsibility to report any technical issues; however, last minute technical issues may not allow for due date extensions. If you have problems with either your hardware or software, it is your responsibility to make sure that all assignments are turned in on time. Technical difficulties with computers or software are not an excuse for a missed deadline. However, if you do experience technical difficulties, you should report it immediately to your instructor. Students may utilize the I.T. Helpdesk by contacting (254) 299-8077 for issues with their computer. If it is an issue with Cengage e-mail the instructor and contact Cengage directly. I cannot fix Cengage issues, but I do like to be made aware of the issues. To contact Cengage directly, call 1-800-354-9706.

### **Instructor Information:**

Instructor Name: Crystal Johnson

MCC Email: cajohnson@mclennan.edu

Office Phone Number: 254-299-8263

Office Location: BT 228

Office/Teacher Conference Hours:

- Mondays: 11 a.m. to 12 p.m. and 2 p.m. to 4 p.m. (Face-to-face, Zoom, phone)
- Tuesdays: 2 p.m. to 3 p.m. (Face-to-face, Zoom, phone) and 6 p.m. to 8 p.m. (Zoom only)
- Wednesdays: 8:30 a.m. to 9:30 a.m. and 11 a.m. to 12 p.m. (Face-to-face, Zoom, phone)
- The times listed are the guaranteed times I will be in my office, but I am in my office much more than this. If these days/times don't work for you, please feel free to stop by my office, call, or schedule an appointment. I'm here to help you.
- Office hours are subject to change due to meeting and training requirements. Changes will be posted in Brightspace as a course announcement.

### **Required Text & Materials:**

Title: Cengage Unlimited (Choice of 4 month, 1 year, or 2 year term)

Publisher: Cengage Unlimited

ISBN: 9780357700006, or 9780357700013, or 9780357700020

Instructions for how to access the keyboarding software will be provided in Week 1 of the course material in Brightspace.

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Full-sized keyboard- Tests will be administered on a full-sized desktop keyboard. It is important to practice using what you will be tested to help you succeed.

Keyboard cover- Can be made from a box or you can use tape to cover the keys.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

## **Methods of Teaching and Learning:**

Lecture/Discussion

Homework Assignments

Hands-On Practice

Exams

This course is a skills-based course. Students will work consistently on improving their speed and accuracy through the use of assigned keyboarding drills.

## **Course Objectives and/or Competencies:**

Departmental Student Learning Outcome: Key 30 wpm with 5 or fewer errors during three (3) 5-minute timed writings.

Course Learning Outcomes:

- Key 30 wpm with five or fewer errors on three five-minute timed writings
- Use proper keyboarding technique while typing
- Summarize basic spacing principles for creating sentences and sentence parts
- Describe types of keyboards and their uses
- Summarize basic file management principles and terminology
- Define current computer terminology
- Demonstrate proper time management skills and work ethic by completing coursework
- Demonstrate a positive attitude and behavior

## **Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be

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re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive weeks of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work for the week, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy. <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

### **Course Outline or Schedule:**

#### **POFT 1393- Intro to Keyboarding Schedule**

All assignments are due at 11:59 p.m. unless otherwise noted. Any changes to the schedule will be posted in Brightspace. Review each week’s task list in Brightspace for the full list of weekly activities.

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Week	Assignments	Due Date
Week 1 August 21	Course Orientation (Brightspace) ( <b>All</b> ) <ul style="list-style-type: none"> <li>• Read through all items in the course orientation (<b>All</b>)</li> <li>• Complete the Introduction E-mail (<b>All</b>)</li> <li>• Complete the Introduction Discussion Board (<b>All</b>)</li> <li>• Complete the Orientation Quiz (<b>All</b>)</li> </ul>	August 22
Week 1 August 23	Introduction of Technique (Brightspace) ( <b>All</b> ) Lessons 1-3 (SAM) ( <b>All</b> ) Home Row Key Exercise 1 (Brightspace) ( <b>Online</b> )	August 27
Week 2 August 28	Keyboarding Technique Review Quiz (Brightspace) ( <b>All</b> ) Lessons 4-5 (SAM) ( <b>All</b> ) Schedule 1 <sup>st</sup> Technique Evaluation Attempt ( <u>Due September 8</u> ) ( <b>Online</b> )	August 29
Week 2 August 30	Keyboarding Technique Exam (Brightspace) ( <b>All</b> ) Lessons 6-8 (SAM) ( <b>All</b> ) Home Row Key Exercise 2 (Brightspace) ( <b>Online</b> )	September 3
Week 3 September 4	<b>***Labor Day Holiday- No Class- Campus Closed***</b>	September 5
Week 3 September 6	Lessons 9-13 (SAM) ( <b>All</b> ) Home Row Key Exercise 3 (Brightspace) ( <b>Online</b> )	September 10
Week 4 September 11	Skill Building 1 (SAM) ( <b>All</b> ) Lesson 14 (SAM) ( <b>All</b> ) Computer Terminology Review Quiz (Brightspace) ( <b>All</b> )	September 12
Week 4 September 13	Lessons 15-18 (SAM) ( <b>All</b> ) Home Row Key Exercise 4 (Brightspace) ( <b>Online</b> ) Computer Terminology Exam (Brightspace) ( <b>All</b> )	September 17

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Week 5 September 18	Lessons 19-20 (SAM) ( <b>All</b> )	September 19
Week 5 September 20	Lessons 21-24 (SAM) ( <b>All</b> ) Skill Building 2 (SAM) ( <b>All</b> ) Home Row Key Exercise 5 (Brightspace) ( <b>Online</b> )	September 24
Week 6 September 25	Skill Building 3 (SAM) ( <b>All</b> ) Skill Building 4 (SAM) ( <b>All</b> ) Schedule 2 <sup>nd</sup> Technique Evaluation Attempt ( <u>Due October 6</u> ) ( <b>Online</b> )	September 26
Week 6 September 27	Skill Building 5 (SAM) ( <b>All</b> ) Quick Review- Alphabetic Keys 1-25 (SAM) ( <b>All</b> ) Quick Review- Alphabetic Keys 26-50 (SAM) ( <b>All</b> ) Quick Review- Numeric Keys (SAM) ( <b>All</b> ) Quick Review- Easy Lines 1-25 (SAM) ( <b>All</b> ) Home Row Key Exercise 6 (Brightspace) ( <b>Online</b> )	October 1
Week 7 October 2	Quick Review- Easy Lines 26-50 (SAM) ( <b>All</b> ) Quick Review- Enter Key (SAM) ( <b>All</b> )	October 3
Week 7 October 4	Quick Review- Space Bar (SAM) ( <b>All</b> ) Quick Review- Shift Keys (SAM) ( <b>All</b> ) Quick Review- Caps Lock (SAM) ( <b>All</b> ) Quick Review- Tab Key (SAM) ( <b>All</b> ) Drill Practice- Adjacent Keys (SAM) ( <b>All</b> ) Home Row Key Exercise 7 (Brightspace) ( <b>Online</b> )	October 8
Week 8 October 9	Drill Practice- Concentration 1-20 (SAM) ( <b>All</b> ) Drill Practice- Concentration 21-41 (SAM) ( <b>All</b> ) Typing Through History Review Quiz (Brightspace) ( <b>All</b> )	October 10
Week 8 October 11	Drill Practice- Direct Reach (SAM) ( <b>All</b> ) Drill Practice- Double Letter (SAM) ( <b>All</b> ) Drill Practice- Shift Key (SAM) ( <b>All</b> )	October 15



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	Drill Practice- Spacing (SAM) ( <b>All</b> ) Drill Practice- First Finger (SAM) ( <b>All</b> ) Home Row Key Exercise 8 (Brightspace) ( <b>Online</b> ) Keyboarding Technique Quiz (Brightspace) ( <b>Online</b> ) Typing Through History Exam (Brightspace) ( <b>All</b> )	
Week 9 October 16	Drill Practice- Second Finger (SAM) ( <b>All</b> ) Drill Practice- Third Finger (SAM) ( <b>All</b> )	October 17
Week 9 October 18	Drill Practice- Fourth Finger (SAM) ( <b>All</b> ) Drill Practice- Top Row (SAM) ( <b>All</b> ) Drill Practice- Third Row (SAM) ( <b>All</b> ) Drill Practice- Home Row (SAM) ( <b>All</b> ) Drill Practice- Bottom Row (SAM) ( <b>All</b> ) Home Row Key Exercise 9 (Brightspace) ( <b>Online</b> ) Schedule 3 <sup>rd</sup> Technique Evaluation Attempt ( <u>Due November 3</u> ) ( <b>Online</b> )	October 22
Week 10 October 23	Drill Practice- Opposite Hand D/K (SAM) ( <b>All</b> ) Drill Practice- Opposite Hand S/L (SAM) ( <b>All</b> )	October 24
Week 10 October 25	Drill Practice- Opposite Hand T/Y (SAM) ( <b>All</b> ) Drill Practice- Opposite Hand E/I (SAM) ( <b>All</b> ) Drill Practice- Opposite Hand R/U (SAM) ( <b>All</b> ) Drill Practice- Opposite Hand W/O (SAM) ( <b>All</b> ) Home Row Key Exercise 10 (Brightspace) ( <b>Online</b> )	October 29
Week 11 October 30	Skill Building Assessment 1: Accuracy ( <b>All</b> ) Skill Building Assessment 1: Speed ( <b>All</b> )	October 31
Week 11 November 1	Skill Building Lesson A: Accuracy ( <b>All</b> ) Skill Building Lesson B: Speed ( <b>All</b> ) Skill Building Lesson C: Accuracy ( <b>All</b> ) Home Row Key Exercise 11 (Brightspace) ( <b>Online</b> )	November 5

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Week 12 November 6	Skill Building Lesson D: Speed ( <b>All</b> ) Skill Building Lesson E: Accuracy ( <b>All</b> )	November 7
Week 12 November 8	Skill Building Lesson F: Speed ( <b>All</b> ) Skill Building Lesson G: Accuracy ( <b>All</b> ) Skill Building Lesson H: Speed ( <b>All</b> ) Skill Building Lesson I: Accuracy ( <b>All</b> ) Home Row Key Exercise 12 (Brightspace) ( <b>Online</b> )	November 12
Week 13 November 13	Skill Building Lesson J: Speed ( <b>All</b> ) Skill Building Lesson K: Accuracy ( <b>All</b> ) File Management Review Quiz (Brightspace) ( <b>All</b> )	November 14
Week 13 November 15	Skill Building Lesson L: Speed ( <b>All</b> ) Skill Building Lesson M: Accuracy ( <b>All</b> ) Skill Building Lesson N: Speed ( <b>All</b> ) Skill Building Lesson O: Accuracy ( <b>All</b> ) Home Row Key Exercise 13 (Brightspace) ( <b>Online</b> ) File Management Review Exam (Brightspace) ( <b>All</b> )	November 19
Week 14 November 20	<b>Work on Timed Writing Competencies (All)</b> Skill Building Lesson P: Speed ( <b>All</b> ) Home Row Key Exercise 14 (Brightspace) ( <b>Online</b> )	November 21
Week 14 November 22	<b>***Thanksgiving- No Class- Campus Closed***</b> <b>Be sure to practice over the break. (All)</b>	November 26
Week 15 November 27	<b>Work on Timed Writing Competencies (All)</b> Skill Building Lesson Q: Accuracy ( <b>All</b> )	November 28
Week 15 November 29	<b>Work on Timed Writing Competencies (All)</b> Skill Building Lesson R: Speed ( <b>All</b> ) Skill Building Lesson S: Accuracy ( <b>All</b> ) Skill Building Lesson T: Speed ( <b>All</b> ) Home Row Key Exercise 15 (Brightspace) ( <b>Online</b> )	December 3

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Week 16 December 4	<b>Work on Timed Writing Competencies- No Class Meeting Final Technique Evaluations Due (if needed)</b>	December 5 At 7:30 PM
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### **Course Grading Information:**

Timed Writing Speed.....	30%
Technique.....	20%
Assignments.....	20%
Exams.....	20%
Professionalism/Participation.....	10%

Grades will be based on percentage: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F = Below 60

**Timed Writing Speed (30%)**- Each timed writing is five (5) minutes in length. Timed writings completed that are not five minutes will count as a Sam Assignment grade only and will not count as one of the three required competencies. Each Timed Writing will count as a Timed Writing Speed grade (if it meets the requirements). Only the top 3 speeds of your Timed Writings will be counted towards this grade. **Office Technology and Paralegal majors must reach a speed of 30 wpm with 5 or fewer errors on three Timed Writings to complete this course.** Other majors will receive their Timed Writing Speed grade based on the following chart:

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Error Count	Speed																
	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	<15
<=5	100	97	94	91	88	85	82	79	76	73	70	68	66	64	62	60	30
6	97	94	91	88	85	82	79	76	73	70	67	65	63	61	59	57	29
7	94	91	88	85	82	79	76	73	70	67	64	62	60	58	56	54	27
8	91	88	85	82	79	76	73	70	67	64	61	59	57	55	53	51	26
9	88	85	82	79	76	73	70	67	64	61	58	56	54	52	50	48	24
10	85	82	79	76	73	70	67	64	61	58	55	53	51	49	47	45	23
11	82	79	76	73	70	67	64	61	58	55	52	50	48	46	44	42	21
12	79	76	73	70	67	64	61	58	55	52	49	47	45	43	41	39	19
13	76	73	70	67	64	61	58	55	52	49	46	44	42	40	38	36	18
14	73	70	67	64	61	58	55	52	49	46	43	41	39	37	35	33	17
15	70	67	64	61	58	55	52	49	46	43	40	38	36	34	32	30	15
16	67	64	61	58	55	52	49	46	43	40	37	35	33	31	29	27	14
17	64	61	58	55	52	49	46	43	40	37	34	32	30	28	26	24	12
18	61	58	55	52	49	46	43	40	37	34	31	29	27	25	23	21	11
19	58	55	52	49	46	43	40	37	34	31	28	26	24	22	20	18	9
20	55	52	49	46	43	40	37	34	31	28	25	23	21	19	17	15	8
21	52	49	46	43	40	37	34	31	28	25	22	20	18	16	14	12	6
22	49	46	43	40	37	34	31	28	25	22	19	17	15	13	11	9	5
23	46	43	40	37	34	31	28	25	22	19	16	14	12	10	8	6	3
24	43	40	37	34	31	28	25	22	19	16	13	11	9	7	5	3	2
25	40	37	34	31	28	25	22	19	16	13	10	8	6	4	2	0	0
26	37	34	31	28	25	22	19	16	13	10	7	5	3	1	0	0	0
27	34	31	28	25	22	19	16	13	10	7	4	2	0	0	0	0	0
28	31	28	25	22	19	16	13	10	7	4	1	0	0	0	0	0	0
29	28	25	22	19	16	13	10	7	4	1	0	0	0	0	0	0	0
30	25	22	19	16	13	10	7	4	1	0	0	0	0	0	0	0	0
More than 30 errors will be scored as a 0.																	

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Timed Writings must be done in the lab (see instructor recommendations above for lab hours) or during proctored times on Zoom if other arrangements have been made due to inability to come to campus. Zoom times are limited and students may need to complete these in person. Students will print a report immediately after completion. The instructor or lab instructor will initial it and the student will turn it in. Timed Writings that do not contain initials will not be accepted. You should expect to spend several hours completing these. Though it says you only need three competencies, it may take several attempts to reach those competencies. I will take the top three grades from three different timed writing attempts. **You will need to have money on your student ID card to print the reports.**

**Students who do not complete at least three timed writings will receive an F in the course.**

### *Procedures for Completing Timed Writings*

1. The student will visit the OTC lab during regular operating hours.
2. The student will inform the lab instructor that they are there to complete timed writings. You may be assigned a station to work, depending on the lab's usage for that day.
3. The student will obtain a keyboard cover from the lab instructor to use for the duration of the timed writings.
4. The student will demonstrate proper technique while completing the timed writings.
5. The student will print the report(s) for the timed writing(s) completed while at the OTC lab.
6. The student will take the printed report(s) to the lab instructor to initial and turn in. The timing must be open on the computer screen for the instructor or lab instructor to initial the timing. Timed writings turned in outside of the lab and not containing lab instructor initials will not be accepted.

### *Office Technology and Paralegal Grades*

Paralegal and Office Technology majors will need to reach 30 words per minute by the end of the semester.

At the end of the course, Office Technology and Paralegal majors typing at less than 25 words per minute with excessive errors (10 to more), will receive a grade of NC for the course. This grade will not affect GPA, but students will need to re-enroll and take the class again.

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At the end of the semester, if a student is typing 26 to 30 words per minute with less than 10 errors, they are eligible for an “I” in the course. They will NOT need to re-enroll in the class. They will need to complete the required three timed writings and turn them in to the instructor before the next full semester.

If a student receives a grade of “I” at the end of the semester, they have until the end of the next long semester to complete the competency timings. Students can work on timings in the lab. The timings must be initialed by an instructor or lab instructor immediately after they are printed. The timing must be open on the computer screen for the instructor or lab instructor to initial the timing. Once timings are complete, the instructor will calculate the grade and change the “I” grade. If a student does not complete all three competency timings by the end of the next long semester, the “I” grade will automatically change to a grade of F. The instructor is not responsible for reminding students to complete these competency timings during the time limit. Office Technology majors will not be allowed to register for and take POFT 1193 (Speed and Accuracy) until this “I” grade has been changed to a grade of C or better and upon completion of the competency timings.

**Technique (20%)**– Students will be graded on technique. Students may be graded on technique at any point while working in the Office Technology Lab. Instructors and the Lab Instructor working in the OTC Lab will be observing the following areas:

- Verbalizing each character while striking the character
- Keeping eyes on text while keyboarding
- Correct posture
- Correct position of fingers
- Correct stroking of fingers
- Steady hands
- Depressing enter/return key correctly
- Concentration
- Rhythmic keystroking
- Student’s Attitude

You are required to schedule a time for technique evaluation(s). This will be scheduled through the instructor, will be administered via Zoom, and conducted by the course schedule. You may schedule multiple attempts on this grade, meaning that if you receive a low score, you may

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schedule an appointment on a different day to be re-evaluated. The highest score will be used in determination of the final grade. If you schedule a meeting but do not show and do not notify me prior to your scheduled appointment time, 10 points will be deducted from your final technique evaluation grade. **Students who do not complete the technique evaluation will receive an F in the course.**

**Assignments (20%)**- Assignments include lessons, skill building drills, review quizzes, and home row key exercises. Students either complete SAM assignments or they do not. Completed assignments receive a grade of 100 and uncompleted assignments receive a grade of 0. All items in Brightspace receive a specific score based on skill and knowledge.

**Exams (20%)**- There are four (4) exams during this course. Each exam covers a different topic concerning keyboarding and technology. The information for each exam will be covered in class and provided in Brightspace.

**Professionalism/Participation (10%)**- Each student will receive a professionalism/participation grade. This grade is derived from evaluating attendance, participation in class, assignment completion, and professional communication standards. Each student will begin with course with a 100. Points will be deducted as follows:

- 1 point for every missing assignment, exam, or other required activity
- 5 points for each absence
- 5 points for each communication that does not meet professional standards. (E-mails should include course name in the subject line, a greeting, the body, and a closing with signature. It should be sent using complete sentences that are grammatically correct.)
- Other points may be deducted as the Instructor deems appropriate

### **Late Work and Make Up Work Policies:**

- You, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.
- You, whether absent or present, are responsible for course deadlines. I understand that life happens. Please communicate with me if an emergency or situation arises preventing completion of work. I cannot work with you if you do not communicate.

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- Assignments may be turned in up to one week late for a 30 point deduction. Anything submitted after this deadline will receive a 0. You will need to contact me to re-open certain items if you encounter something that is locked after the due date.
- Submitting late work will not prevent you from being dropped. You must adhere to the attendance policy.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to conduct themselves in a professional manner for the duration of the course. This manner includes appropriate language, respectfulness, proper grammar, meeting deadlines, and responding to correspondence from the instructor. Students who display disrespectful or disruptive behavior will be dropped from the course and referred to Student Conduct.

Students are expected to maintain class decorum that includes respect for other students and the instructor, and an attitude that seeks to take full advantage of the education opportunity, even in the online environment. Students are expected to communicate respectfully and professionally.

MCC is a drug-free campus, and it is a violation of the “General Conduct Policy” to possess, attempt to possess, use, transmit or distribute (sell) drugs or alcohol on the campus (taken from *MCC Student Highlander Guide*). If a student comes to class or meetings using drugs or alcohol, or if they are under the influence of drugs or alcohol, that student will be asked to leave class, forfeiting any opportunity to complete or make up assignments, tests, or activities done during class and receive a zero. The student may be asked to meet with student conduct for disciplinary measures. Disciplinary incidents could result in being dropped from the course or receiving a grade of F for the course.

Plagiarism and cheating will not be tolerated.

### **Plagiarism is:**

- Using someone else’s work and claiming it as your own
- Copying information (1) without quotes and/or not (2) giving credit to the source
- Paraphrasing information without giving credit to the source
- Expressing the ideas of others as your own
- Fraud



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### **Cheating is:**

- Sharing information (giving or receiving) of any format
- Using unauthorized material during a test or assignment
- Working as a pair or group to complete an assignment that is not designated as group work
- Plagiarism
- Not adhering to the rules set forth for Timed Writings
- Having someone else complete your assignments

Plagiarism and cheating will be dealt as follows:

- 1) For the first offense, the student will be made aware of the issue and will receive a zero (0) for the assignment.
- 2) For the second offense, the student will be reported to the Student Discipline Committee and be subject to the discipline recommended by the committee.
- 3) For the third offense, the student will be given an F in the class.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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Updated 07/18/2023



## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 Room  
319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

[https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.