

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : Office Systems Technology

Course Title : Speed and Accuracy

Section Name : POFT 2303

Start Date : 08/22/2011

End Date : 12/09/2011

Modality : ONLINE

Credits : 3

Instructor Information

Name : Wende Ramos

OC Email : wramos@odessa.edu

OC Phone # : 432.335.6488

Office Hours for Fall

Monday 8-8:30 a.m.

11:30 a.m. -1p.m.

Tuesday 8-9:30 a.m.

11 a.m. – 1 p.m.

Wednesday 8-8:30 a.m.

11:30 a.m. -12:30 p.m.

Thursday 8-9:30 a.m.

11 a.m. – 12:30 p.m.

Friday by Appointment

Arrangements may be made for additional hours as needed; contact me at 432.335.6488 or email at wramos@odessa.edu .

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

Review, correct, improve, and/or perfect touch-keyboarding techniques for the purpose of increasing speed and improving accuracy. Lab fee required.

Prerequisites/Corequisites

Keyboarding POFT 1429

Scans

1, 4, 6, 8

Course Objectives

1. Demonstrate skill in following directions in completion of course. (1)
2. *Proofread documents, level 2. (2)
3. *Manage time and stay on schedule. (4)
4. *Organize and maintain records (6)
5. Maintain accuracy and speed in inputting material, level 2. (6)
6. Complete in-basket exercises in mailable form in a specified time, level 2. (1,6,8)
7. *Use and store materials. (4)
8. Achieve minimum of five (5) timed writing with five (5) or less errors. (6)

*INDICATES INTEGRATED, CORECURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

Skill Building Pro, Sharp and Johnson, Version 1.1

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignment	Description
		Course Evaluation Lessons 40% Timed Writings(5 Min) 60%
8/22 - 8/29	Lessons 1, 2, 3 Timed Writing(5 Min) 1	Speed Emphasis
8/30 - 9/5	Lessons 4, 5, 6 Timed Writing(5 Min) 2	Speed Emphasis
9/6-9/12	Lessons 7, 8, 9 Timed Writing (5 Min) 3	Accuracy Emphasis
9/13-9/19	Lessons 10, 11, 12 Timed Writing (5 Min) 4	Accuracy Emphasis
9/20-9/26	Lessons 13, 14, 15 Timed Writing(5 Min) 5	Accuracy Emphasis
9/27-10/3	Lessons 16, 17, 18 Timed Writing(5 Min) 6	Accuracy Emphasis
10/4-10/10	Lessons 19, 20, 21 Timed Writing(5 Min) 7	Accuracy Emphasis Speed Emphasis
10/11-10/17	Lessons 22, 23, 24 Timed Writing(5 Min) 8	Speed Emphasis
10/18-10/24	Lessons 25, 26, 27 Timed Writing(5 Min) 9	Speed Emphasis
10/25-10/31	Lessons 28, 29, 30 Timed Writing (5 Min) 10	Accuracy Emphasis
11/1-11/7	Lessons 31, 32, 33, 34 Timed Writing(5 Min) 11	Accuracy Emphasis

11/8-11/14	Lessons 35, 36, 37, 38 Timed Writing(5 Min) 12	Accuracy Emphasis
11/15-11/21	Lessons 39, 40, 41, 42 Timed Writing (5 Min) 13	Speed Emphasis
11/22-11/28	Lessons 43, 44, 45, 46 Timed Writing(5 Min) 14	Speed Emphasis
11//29-12/2(FRIDAY)	Lessons 47, 48, 49, 50 YEA!!!! Timed Writing(5 Min) 15	Accuracy Emphasis
12/2(FRIDAY)	PLEASE CONTACT ME ABOUT RETAKING SOME OF YOUR LOWER TIMED WRITINGS. YOU CANNOT RETAKE ANY ZEROS. THIS IS TO HELP IMPROVE YOUR CLASS AVERAGE.	

Grading Policy

GRADING SCALES	GRADING PERCENTAGES
A = 90-100	Homework (lessons) - 40%
B = 89-80	Timed Writings - 60%
C = 79-70	
D = 69-60	
F = Below 59	

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and

databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.