



| | |
|---|--|
| This is an 8-week semester course, February 2 – March 27. The best way to reach me is on the class blog or in Zoom office hours. | |
| Which course are you? | You may enroll in one or both keyboarding classes concurrently. Check your MyCoast account to confirm which section(s) you are enrolled in. |
| CRN#: (course record number) | 46028 – Memorize this number. You will use it throughout the semester. |
| Instructor: | Maryann Watson, Professor, Computer Information Systems |
| Last Day to Contact Instructor: | Send email to online.watson@gmail.com by Monday, August 25, to check in for class. Otherwise, you will be dropped as a 'no show'. |
| Office on campus: | MBCC 106 |
| Online Office Hours in Zoom: | Mon/Wed, 11:30am-12:30pm and Wednesday evenings, 6:00pm-8:00pm I am also available by appointment in Zoom. Zoom link will be sent to your personal email address in the first week, and then it will be posted on the class blog. |
| E-Mail: | Online.watson@gmail.com - Please put CRN number for your class in the subject line and sign emails with your full name. |
| Website: | https://watsonswebsite.com/ |
| OCC Important Dates | Click here for important OCC Dates. |

Regular and Substantive Contact

Online courses require regular and substantive contact between students and the instructor. Students can expect this to be accomplished through student office hours, weekly announcements, timely feedback on assignments, discussion responses, email, or other forms of contact as required. Students can expect to receive a response to emails within 24 to 48 hours if sent Monday through Friday, if not sooner.

Course Notes:

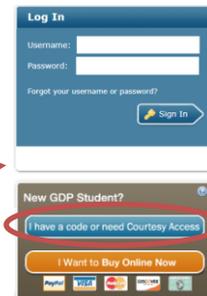
- Last page of syllabus has step-by-step instructions for how to proceed after reading the syllabus.
- Keyboarding classes **DO NOT** USE CANVAS except as explained below.
- SAFARI browser does not work for Keyboarding classes. Chrome browser works best.
- Use my [website](#) for this course and the GDP Keyboarding online program.
- It is expected that you read the entire syllabus before beginning the course.
- College-level reading & comprehension ability are expected. Time involved depends on your reading and comprehension ability.
- A personal computer is required for this course. Chromebook computers do not work for this class.
- This course requires Office 365 for Windows or Mac computers. (Free version is OK.)
- If you wish, you can purchase low-cost *Office 2021 Professional* software on Groupon.com.
- This course does not transfer.
- This course is offered on a “pass-no pass” basis only.
- This course is worth 1.5 units.
- CIS 092: Beginning typing rate and accuracy should be at least 25 wpm with no more than 5 errors.
- Students are expected to spend 6 hours per week for completing assignments. More or less time depends on individual reading and comprehension skills and previous experience using a keyboard.
- You will use your personal email address for this class. However, if your personal email **does not** work for the class blog or for my Google Drive, you will need to create a new email address. I recommend using the instructions at this link for [creating a Gmail account](#).
- School email with domain (...@student.cccd.edu) WILL NOT be used for this class.
- All students must purchase text materials. (See page 3.)
- In CIS 092 is for students who have mastered the touch-typing method and know alphabetic, numeric, and symbolic keys. Emphasis is on speed and accuracy on straight copy material, introduction to MS Word, formatting of memos, personal letters, business letters, one-page reports, and simple tables. Goal is 35 wpm over 3 minutes with 4 or fewer errors.
- After reading this syllabus, use the link sent to your personal email address to complete the Syllabus Quiz.
- After completing the Syllabus Quiz, go to the last page for step-by-step instructions on how to proceed.

Continue to next page...

Textbook Information:

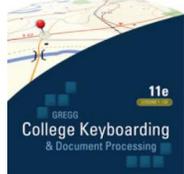
- The online digital program required for Keyboarding students is *GDP Keyboarding (Gregg Document Processing Keyboarding)*. This is used for both CIS 090 and CIS 092.
- The price is \$75. If you enroll in both classes, you will only need to pay 1 time. The software will be available for at least 1 year.
- When you sign up for your GDP account, you will get a courtesy period to do the lessons before being required to pay for the access code.
- GDP software has an ebook for assignments. However, there are some things missing. I will send you PDF files with lessons that are complete. When using the ebook (PDFs), you can [‘split’ your screen](#) to read on the left and key on the right.
- If you would like to use a ‘real’ textbook instead of splitting the screen, the information is below. Otherwise, just use the ebook/PDFs that I send to you.

1. Follow [Getting Started](#) to create your GDP account.
2. If you begin by purchasing a code, this link will take you to the OCC dedicated site for [GDP Keyboarding](#).
3. I STRONGLY recommend clicking the blue button, “I have a code or need Courtesy Access”.
4. “Courtesy Access” will allow you to use the digital product up to 14 days before purchasing. Read NOTE above.
5. The keyboarding product should be available for 1 year, which gives you plenty of time to continue practicing keyboarding even after the class is over.
6. This is what the digital access code is giving you:



| | |
|--|---|
| <p><u>GDP</u> (Stands for Gregg Document Processing)</p> <p>This is what the OCC Bookstore should have available for students who have vouchers to purchase materials. Otherwise, students should purchase directly from GDP. Follow instructions in Getting Started to learn how to get into the keyboarding software.</p> <p>NOTE: OCC Bookstore price is more than purchasing direct from GDP.</p> | <p>ISBN 9781260427240</p>  |
|--|---|

7. If you want to rent or purchase a ‘real’ textbook:

| | |
|--|---|
| <p><u>Gregg College Keyboarding & Document Processing</u></p> <p>Use this information if you want to purchase or rent a ‘real’ textbook to go along with the lessons in GDP. (The ebook is in your GDP digital program. You do not need rent or buy a ‘real’ book.)</p> | <p>ISBN 0073372196</p> <p>Ober • Johnson • Zimmerly</p>  |
|--|---|

8. Students with student aid vouchers may purchase the GDP access code for Keyboarding from the College Bookstore.
9. **Additional Required Materials for this class:** USB storage device, 1G or bigger.
10. [Click here for a detailed handout regarding text materials.](#)
11. FYI: Google’s top 10 sites to rent textbooks:
<https://www.top10.com/places-to-buy-usedcheap-textbooks-online>

Again, since there is an ebook in GDP, it’s not necessary to rent a textbook.

Course Objectives:

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

CIS 092:

1. Keyboard paragraph material at a minimum of 35 wpm for three minutes with four or fewer errors.
2. Format interoffice memos.
3. Format personal letters and business letters.
4. Format open and boxed tables with column headings, number columns, and totals.
5. Format reports.
6. Format reports with bulleted and numbered lists.
7. Format from rough draft copy with proofreader marks.
8. Apply Microsoft Word processing techniques to various assignments.
9. Correctly use capitals, commas, apostrophes, and numbers.
10. Compose at the keyboard.
11. Make good use of time to complete course requirements.
12. Use a computer to process information.
13. Apply technology to task.

Student Learning Outcomes –

Upon completion of CIS 092, the student will be able to:

1. Use acceptable keyboarding techniques without looking at a keyboard and type at a minimum speed of 35 wpm for three minutes with four or fewer errors.
2. Format personal and business letters, interoffice memos, reports, and tables using Microsoft Word processing techniques.

Teaching Methods:

- **Lecture/Demonstration/Practice from text material and videos:** Important material from the text and outside sources will be assigned weekly. **STUDENTS MUST PURCHASE THE DIGITAL ONLINE PRODUCT FOR KEYBOARDING.** Discussion on the class blog is encouraged. Outside material relevant to topics being covered may be provided as appropriate.

NOTE: Video links may be provided in weekly schedules to enhance the learning experience for the material covered during the week. The video links are helpful for Keyboarding students.

- **Assignments:** Lesson/module activities and GDP online activities will be assigned weekly to accompany and reinforce material in the text. GDP assignments require using the textbook for all module lessons.
- **Quizzes:** Occasional unannounced quizzes may be given to help ensure students stay up with assigned material.
- **Exams:** Exams are timed writings and one objective exam considered the 'mid-term', which will be open-book, online in GDP. GDP will provide practice timed writings to help you become familiar with online assessment procedures. (Practice timed writings **ARE NOT** counted.) Instructor reserves the right to retest on material that is not appropriately understood. Retest items will be communicated to student(s) in advance.
- **Participation:** Student participation will be graded by completion of assignments each week, by activity on the class blog, by email and/or Zoom communications, by following instructions, by meeting deadlines, by communicating with teacher as soon as problems arise, by turning in complete assignments, by asking appropriate questions when necessary, etc. These are all ways for determining class attendance.

Grading:

Your assignment results are always available in your GDP account. Click on the My GDP button in the upper right-hand corner to see results for everything you have completed.

| Final grade apportionment: | |
|--|-------------|
| GDP lessons and timed writings | 90% |
| Participation (includes following instructions, meeting deadlines, communicating with teacher as soon as problems arise, 'attending' class demonstrated by assignment completion each week, arriving 'on time' for class demonstrated by following weekly schedules, turning work in, using class blog for asking class questions, etc.) | 10% |
| TOTAL: | 100% |

Course Policies:

- **Keyboarding does not use Canvas.**
- Go to <http://www.whatismybrowser.com/> to have your browser checked. You must update your computer browser accordingly. All browsers should work for this course but if you run into trouble with one browser, try another browser.
- **Safari does not work for these courses. I strongly recommend using Google Chrome browser.**
- Computer [System requirements check](#). (This site is for a different digital product but works for GDP system requirements check, also.)
- Become familiar with my [website](#). There is a lot of information on my website for you to use.
- Call GDP Support if you have trouble. 1-800-331-5094
- **Watson's Browser Rule: If something doesn't work in one browser, try another browser.**

Attendance and Participation:

You are expected to participate every week by following instructions in the weekly checklists.

- Weekly assignment checklists are posted on my website.
- Print out the weekly checklist and check off assignments as you complete them.
- **It is your responsibility to follow the weekly assignment checklists.**
- All assignments are in GDP. When you finish an assignment, it is recorded in GDP.
- You are expected to complete your assignments every week. This is how class 'attendance' is monitored – even though this may be an online class. If you do not finish the weekly assignment(s), you will be considered 'absent'.
- It is your responsibility to communicate with me regarding your 'attendance'. **If you miss 3 weeks of work, you may be dropped; BUT DROPPING IS ULTIMATELY YOUR RESPONSIBILITY.**
- **It is also your responsibility to keep track of your work.**
- The syllabus and weekly assignment checklists are subject to change to accommodate the pace of the class group.
- Please be considerate of others and do your part to make this class a success: be prepared and be 'on time'.

Software for Keyboarding:

- This class is intended for Windows or Mac computers that have touch keyboards (not touch screens). Office 365 for Windows or Mac software is required. The 'free' Office 365 subscription works because it has MS Word software.
- If you do not have Office 365 software, use Canvas for "AppStream Virtual Desktop" or for Office 365 software on campus.
- Whatever does not work on your home computer, use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus. Or come to campus to work in the MBCC Computing Center.
- You can find low-cost pricing for *Office 2021 Professional* software on Groupon.com.

RELIABLE High-Speed Internet Required.

- Students must have access to high speed, reliable Internet connection for home use.
- If you are dropped out of a graded assignment because of Internet connection loss, you will receive the assignment grade as determined at that point in time.
- Crashed computers or software problems are not excuses for late or missing assignments, quizzes, or exams.

No Printing Policy:

- **NO PRINTING** for this class other than your weekly checklist of assignments.
- If you are asked to create files, back up all files you create by saving them in the Documents folder on your home computer and to a USB disk. Or back them up to the cloud. Cloud computing & storage is introduced in Week 1.
- You should have two copies of your files in two separate places at all times.
- Do not work in the cloud. Just save files to the cloud for backup.
- Keyboarding 2 lessons will teach you how to create MS Word files for creating letters, interoffice memos, reports, and tables. When creating files in Word, save them to your computer (or cloud) and to your USB disk for backup.

Assignments:

- Assignments include warmup drills, timed writings, formatting exercises, memos, emails, letters, tables, reports, working with pictures, SmartArt, and WordArt.
- All assignments will be done online in GDP.
- All assignments are graded electronically by GDP and recorded in the GDP gradebook.
- Assignments are due every week. Due dates are listed in GDP.
- All students will be given access to share a folder in my Google cloud drive. If you need to turn in files, this is where you will turn them in (like a dropbox). I do not accept email attachments. I only accept files through my Google cloud drive.
- No exceptions will be made.

Follow Weekly Assignment Schedules:

- Weekly assignment checklists are on Watson's website. The weekly checklists show the dates for each week, the week number in the semester (i.e. week 1, week 2, etc.), topics covered in the week, assignments for the week, and due dates.
- Download and save your checklists in the Documents folder on your computer and/or on a USB drive for backup.
- Print out the weekly checklists and check off assignments as you complete them.
- Follow assignments in the order written. Do not skip around.
- Following the checklists is key to your success in this class.

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

Due Dates:

- Due dates for lesson assignments are listed in the weekly assignment checklists and in GDP.
- Due dates for all other GDP assignments are listed in the weekly assignment checklists and in GDP.
- Late work is not accepted.

Academic Dishonesty:

- Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; and/or failure in the course; and/or expulsion from Orange Coast College.
- For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each student, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.
- Students may not use or copy other students' files. This is considered cheating. You may 'work together' on graded assignments but you must do your own work.
- If you use other students' files, this is CHEATING and is cause for an F grade and expulsion from the course and/or OCC.

Need Assistance?

- If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it or which will require academic accommodations, please notify me as soon as possible.

Posting of Grades:

- GDP grades are always available and listed in the GDP gradebook.
- Every time you login to your GDP account, you will be able to see your GDP grades.
- GDP assignments, including timed writings, are worth 100% of your final grade. This is why it is necessary for each student to have their own GDP account.
- See page 3 of this syllabus for grade assignment weights.

Email:

- Your personal Gmail works best for this class.
- If you need a Gmail address for this class, click the link and follow instructions for [creating a Gmail email account](#) just for Keyboarding.
- Use your personal email to communicate with me regarding personal matters.
- OCC student email IS NOT used for this course.
- Email me at online.watson@gmail.com from your personal email address or your newly created Gmail address on the first day of class to check in.
- ALWAYS sign your email with full registered name (first and last) and CRN number of your class.

Class Blog:

- Blogger is used for questions and discussions.
- A Blogger invitation will be sent to your personal email address to join Blogger and begin participating with your questions and answers.
- AFTER CLASS BEGINS, DO NOT EMAIL GENERAL CLASS QUESTIONS TO ME. Use Blogger for your questions so that other students will have the opportunity to see my answers and to answer questions, too.
- Weekly discussions may be posted on Blogger.

Other Policies:

There may be other Orange Coast College policies that apply to this course. [See Course Catalog.](#)

How Do You Proceed from Here?

- It will take a week for you to become familiar with the routine. Relax...There will be time for everything if you follow the weekly checklists.
 - Follow the steps on the next page to continue in the course.
-

Continued on next page...

How to proceed:

1. Complete the Syllabus Quiz. A link for the quiz will be sent to your personal email address on Day 1.
2. This is the link to my website. Go to the site and add it to your favorites or bookmark it.

<https://watsonswebsite.com/>

3. Click on links on my homepage to familiarize yourself with the website and where to find things.
 4. Watch the class [Orientation](#).
 5. Can't find Week 1 assignments?
 - a) Go to my website homepage.
 - b) Scroll down to the 'Weekly Checklists for Assignments' box.
 - c) Click on your class link.
 - d) Click on Getting Started to learn how to create your GDP account. **REMEMBER: Do not pay. IF the publisher fixes the glitch (see NOTE on page 3).**
 - e) Click on Posture & Finger Placement to learn how you should be sitting at your keyboard.
 - f) Click the Week 1 Lessons link on the 'Weekly Checklists for Assignments' to see the checklist for week 1 assignments.
 - g) Save the checklist to your Documents folder or USB drive.
 - h) Print the Week 1 checklist.
 - i) Complete the Week 1 assignments listed in the checklist. Check off assignments as you complete them.
 - j) Complete all Week 1 assignments before proceeding to Week 2.
 6. QUESTIONS? Post them on the [blog](#). (Check your personal email for the blog invitation.)
 7. Check your personal email for the zoom link for my office hours. Office hours are not required but may be helpful.
-