Instructor: Mari-jo Ulbricht
Office: FOH 205 - Office Hours: Tues. 9 a.m. – 12 p.m. and Thurs. 9 a.m. – 12 p.m.
Telephone: 410-334-2830
Computer Lab FOH 305 Telephone: 410-572-8780
E-Mail: mulbricht@worwic.edu (use Blackboard for all course correspondence)

Course Description
This course is designed to increase student keyboarding proficiency. Upon completion of the course, students will be able to type letters, numbers, and symbols, using acceptable technique and without looking at the keyboard. Laboratory fee: $15. This self-paced course is offered in the fall and spring.

Required Materials
Access code for Gregg Document Processing (GDP) software (included in kit).

Course Objectives and Assessment Goals
GEO = General Education Objectives listed in the college catalogue

<table>
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<tr>
<th>Objectives</th>
<th>Goals</th>
<th>Assessment Strategies</th>
</tr>
</thead>
</table>
| 1. Demonstrate touch control of the keyboard and proper typing techniques. | • Use proper fingering.  
• Keep eyes on copy.  
• Sit erect with feet on the floor.  
• Keep wrists off table.  
• Type at a steady pace. | • Two rating scales which evaluate each of these goals. |
| GEO 5 | | |
| 2. Demonstrate knowledge of correct spacing and punctuation. | • Use proper spacing and punctuation when typing sentences. | • Drills on each skill and timed writings. |
| GEO 5 | | |
| 3. Increase typing speed and accuracy. | • Type at least 27 words per minute with no more than 3 errors (speed and accuracy required for a C grade). | • Average of two 2-minute timed writings with no more than 3 errors.  
• Passing score on rating scales. |
| GEO 5 | | |

*Warmup exercises (Part A) are optional on all drills.*
Grading (Evaluation)

Course Completion: You must complete all assigned exercises. If assignments are missing, the course grade will be an F.

Timed Writing (100%)*: From Lessons 11-20, print your two best 2-minute timed typing scores with no more than 3 errors. The average of these two scores will determine your timed writing grade based on the following scale (wpm = words per minute):

A=35+ wpm      B=30-34 wpm      C=27-29 wpm      D=22-26 wpm

*Rating Scale 2 (Passing Score Required): There are two pass/fail Rating Scales that evaluate your typing techniques. An instructor on duty will watch you type and rate you on each of the following:

1. Centers body opposite keyboard, feet flat on floor, elbows in.
2. Keeps fingers curved over home keys and palms off keyboard.
3. Uses proper fingering for the keys learned. ← must pass this criteria
4. Keeps eyes on copy while typing.
5. Operates return key while other fingers remain on home row.
6. Operates shift key while other fingers remain on home row.
7. Operates tab key while other fingers remain on home row.
8. Concentrates on copy being typed and types in a steady pace.

A passing rating must be achieved on 5 of the 8 criteria listed above. Item #3 must be one of the 5 required for passing.

There are 20 lessons, 2 rating scales, and a numeric keypad exercise in this course. You will receive a letter grade (A, B, C or D) for the course only if you have completed all assignments and printed your two best 2-minute timed writings. Otherwise, you will receive an F. Drills may be completed off campus but timed writings must be completed in FOH 305.

Class Guidelines

Attendance Policy: All timed writings must be completed in the Open Computer Lab (FOH 305). Regular attendance is not required but students should schedule time each week to come to the lab and complete assignments. Learning how to type or improving speed and accuracy takes time and practice. Drills may be completed off campus by accessing the GDP website at worwic.gdp11.com.

Course folder: A folder will be created for you on the first day you attend. That folder will remain in the computer lab, but you should ask for it each time you go in to work on your assignments. Keep it at your desk while you work. When you are finished working, leave the folder in the appropriate basket on the counter or hand it to a lab staff member. Do not leave your folder sitting on the counter or on the tables behind the counter.

Lesson description: Each lesson consists of drills, practice exercises, and timed writings. No prior experience is required. At the beginning of each lesson, review the Assignments portion of this syllabus (beginning on page 8) and complete all activities in the lesson as assigned. Then raise your hand to have lab personnel record your scores. When working in the computer lab (FOH 305) ALWAYS GET YOUR PROGRESS RECORDED BY LAB PERSONNEL BEFORE MOVING
TO A NEW LESSON. After completing lesson 5 and lesson 10, you **must** get an instructor to rate your typing technique using the scale listed in the Student Evaluation section above. DO NOT GO ON TO LESSON 6 OR 11 UNTIL YOU HAVE PASSED THE TECHNIQUES RATING.

**Getting help:** If you experience difficulties, raise your hand and ask lab personnel for assistance. If they cannot answer your question, contact the class instructor right away.

**Improving your grade:** You have until the **scheduled last day** to finish this course. If you complete all of the lessons before the scheduled last day, you may retype any of the timed writings from Lesson 11 to 20 to try for a better score.

**Blackboard:** Blackboard is being used as a supplementary site in this course. To access course content in Blackboard you need to have access to a computer with an Internet connection, (other requirements may apply). Computers that meet these requirements are available on campus in FOH 305, BH 217, GH 204, HH 100, and AHB 108. To access course syllabi and any other materials posted for this course:

1. From Wor-Wic home page, scroll to the bottom and click the Blackboard link
2. Enter your Wor-Wic user ID and password and click Login.
3. Click the link for this class

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**Course Procedures**

**Special Instructions For Experienced Typists:**
If you know how to type without looking down at your hands, see an instructor on duty. You may take a timed writing on Exercise 15-G while the instructor rates your techniques. (See **Grading** section above). If you type **30** words per minute with no more than **3** errors on Exercise 15-G and pass Techniques Rating Scale 2, you may skip lessons 1-15. Complete lessons 16 – 20.

**Keep this syllabus with your textbook—not in your folder.**

**Lesson Instructions:** Lessons consist of drills and timed writings designed to help you improve your speed and accuracy.

1. Login to a computer and the Gregg Document Processing (GDP) software (see the **Login Instructions** on page 6).
2. Read the assignments list (beginning on page 7 of this syllabus) to learn what activities to complete and your goals for the lesson. You must go by the goal in the syllabus which may be different than what is displayed on the screen.
3. In the GDP software, click on the desired lesson using the navigation tabs and links on the left side of the screen. Click on the exercise you wish to complete; exercise will display in the middle of the screen with instructions on the left.
4. Click on **Next** button at bottom right of the screen to continue to the next screen or activity or **Previous** button to return to the previous screen or activity.
5. Type the assigned lesson sections. You may correct errors in the drills and timed writings.
6. Raise your hand to ask questions or when you are ready to have a score recorded.
7. Only drills will be available off campus. You must do timed writings in the Open Computer Lab (FOH 305).

**Timed Writing Instructions:** Each lesson has a timed writing at the end.

1. Your wpm goals for your typing speed will sometimes be different than the computer program’s goals. You must follow the goals as set out in the syllabus. If you do not meet the wpm goal or have more than the allowed errors, retake the timed writing. Try your best to accomplish each goal. However, **do not continue to retake a timed writing over and**
over. If you do not achieve the timed writing goal after **three tries**, raise your hand to have your best score recorded. Good typing techniques will greatly increase your speed.

2. Once you start a timed writing, a **Restart** button will appear for 15 seconds; if you press this, the timing will begin again. If you have gone beyond the 15 seconds and wish to restart, click the Previous button near the bottom of the screen and the press the Next button to return to the timing.

3. In the directions section on the left side of the window, if **Word Wrap** is turned on, this means that you will press Enter only at the end of a paragraph.

4. This program requires **one space** after a period between the end of one sentence and the beginning of another.

5. Press Enter **one** time at the end of the paragraph. Do not press Enter at the end of each line. If there is time remaining after you have typed all of the text in the timed writing, start over at the beginning and continue typing until time is up.

6. When a timed writing score with no more than 3 errors is on the screen, raise your hand to have your score recorded by lab personnel.

The computer will show you if there are errors in typing. Make a note of those errors. Color code: **Red** = typographical errors. **Blue** = words or characters you typed unnecessarily. **Green** = Words or characters you omitted but should have typed.
### OFT 103 KEYBOARDING SCHEDULE

*Items in bold are fixed dates (see Important Dates below)*

<table>
<thead>
<tr>
<th>LESSONS</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>January 18</td>
</tr>
<tr>
<td>3-5</td>
<td>January 26</td>
</tr>
<tr>
<td>Techniques Rating 6-8</td>
<td>February 3</td>
</tr>
<tr>
<td>9-10 Techniques Rating 11-12</td>
<td>February 11, February 20, February 24, March 3</td>
</tr>
<tr>
<td><strong>Warning: Computer Lab is Closed March 6-11</strong></td>
<td></td>
</tr>
<tr>
<td>13-14</td>
<td>March 17</td>
</tr>
<tr>
<td>15-16</td>
<td>March 25</td>
</tr>
<tr>
<td>17-18</td>
<td>April 5</td>
</tr>
<tr>
<td>19-20</td>
<td>April 13</td>
</tr>
<tr>
<td><strong>The college is closed Numeric Pad</strong></td>
<td>April 14-16</td>
</tr>
<tr>
<td></td>
<td>April 21</td>
</tr>
</tbody>
</table>

No work will be accepted after Monday, April 24.

#### Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Lab Closed</td>
<td>Lab is closed:</td>
<td>Please plan accordingly</td>
</tr>
<tr>
<td></td>
<td>January 13-16</td>
<td>- If you have completed Lessons 1-10 with passing grades by mid-semester, you will receive a grade of “S” <em>(Satisfactory).</em></td>
</tr>
<tr>
<td></td>
<td>March 6-11</td>
<td>- If you have not completed Lessons 1-10 with passing grades by mid-semester, you will receive a grade of “U” <em>(Unsatisfactory).</em></td>
</tr>
<tr>
<td></td>
<td>April 14-16</td>
<td></td>
</tr>
<tr>
<td>Mid-Semester</td>
<td>February 27</td>
<td></td>
</tr>
<tr>
<td>Scheduled last day</td>
<td>Monday, April 24</td>
<td>All assigned exercises must be complete or you will receive an F.</td>
</tr>
</tbody>
</table>
Login Instructions

Requirements:
- **Wor-Wic username and password.** If you have not received these in the mail ask lab personnel for assistance.
- **GDP Registration code:**
  - If you purchased a textbook kit for your class, the GDP registration code is provided in the kit.
  - The registration code may also be available for individual purchase from your bookstore or online from the publisher.

Login to the Network:
1. Move mouse to “wake up” computer and press **Enter**.
2. Enter your Wor-Wic username and password in the spaces provided, and press **Enter**.
3. If you receive a message indicating that you cannot log in to the network, ask lab personnel for assistance.

Login to the GDP Program:
1. Open a web browser and click the **Gregg Document Processing (GPD)** link on the Computer Lab page (or go to worwic.gdp11.com).
2. Enter your Wor-Wic username and password in the spaces provided and click Sign In.
   The first time you login:
   a. If your username and password is not recognized, have lab personnel complete a Username Request Form to submit to the lab coordinator or your instructor. Your account will be created as soon as possible.
   b. Enter your registration code in the space provided and click **Register**. The GDP lessons screen should appear.
   c. Click **My GDP** on the upper, right portion of the screen.
   d. Click **My Info** on the left portion of the screen.
   e. **Verify that you are enrolled in the correct class.** Please notify the lab coordinator or your instructor if you have been placed in the wrong class.

Access GDP Assignments:
1. When you are ready to start working, click **Lessons** on the upper, left portion of the screen.
2. Review your syllabus for assignment listings and instructions.
3. Access unit assignments by clicking the appropriate “Part” tab on the left side of the screen. Then click the links to access the appropriate unit and lesson.

Exit Instructions:
1. When you are ready to exit the GPD program, click the close button in the upper right hand corner of the window. A warning message will appear, click **OK**.
2. Close any other windows you may have open and remove any storage devices.
3. Double click the **Sign Off** icon on the desktop.
### OFT 103 KEYBOARDING ASSIGNMENTS

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Assigned Sections*</th>
<th>Drills (can be completed off campus)</th>
<th>SPECIAL INSTRUCTIONS</th>
</tr>
</thead>
</table>
| 1      | A-J*                | B-I                                  | • If you already know how to type, review the section titled “Special Instructions for Experienced Typists” in this syllabus and let lab personnel know if you wish to attempt the timed writing.  
• Under part J in the textbook, there is a typo in the third sentence. It states “If you finish, press ENTER 2 times and start over again.” It should state “If you finish, press ENTER 1 time and start over again.”  
• Goal for J: 10 wpm with 3 errors. Raise your hand to have lab personnel record your progress. |
| 2      | A-I                 | B-H                                  | Goal for 2I: 11 wpm/3 errors. Raise your hand to have lab personnel record your drills and timed writing score for at the end of each lesson. |
| 3      | A-H                 | B-G                                  | Goal for 3H: 12 wpm/3e. Record. Remember, drills and reading assignments may be completed off campus, but timed writings must be completed in FOH 305. |
| 4      | A-H                 | B-G                                  | Goal for 4H: 13 wpm/3e. Record. |
| 5      | A-H                 | B-G                                  | Goal for 5H: 15 wpm/3e. Record. |

**RATING SCALE 1:** Have Instructor on duty rate you.  
**DO NOT TYPE LESSON 6 UNTIL YOU ARE RATED ON RATING SCALE 1.**  
**IF YOU DO NOT PASS RATING SCALE 1, YOU MUST START OVER WITH LESSON 1.**

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Assigned Sections*</th>
<th>Drills (can be completed off campus)</th>
<th>SPECIAL INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>A-G</td>
<td>B-F</td>
<td>Goal for 7G: 17/3. Record.</td>
</tr>
<tr>
<td>10</td>
<td>A-I</td>
<td>B-H</td>
<td>Goal for 10I: 21/3. Record.</td>
</tr>
</tbody>
</table>

**RATING SCALE 2:** Have Instructor or duty rate you.  
**DO NOT TYPE LESSON 11 UNTIL YOU ARE RATED ON RATING SCALE 2.**  
**IF YOU DO NOT PASS RATING SCALE 2, YOU MUST START OVER WITH LESSON 1.**

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Assigned Sections*</th>
<th>Drills (can be completed off campus)</th>
<th>SPECIAL INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>A-I</td>
<td>B-H</td>
<td>Goal for 11I: 22/3 Record.</td>
</tr>
<tr>
<td>15</td>
<td>A-G</td>
<td>B-F</td>
<td>Goal for 15G: 28/3. Record. Remember, most drills and reading assignments may be completed off campus, but timed writings and some other assignments must be completed in FOH 305.</td>
</tr>
<tr>
<td>16</td>
<td>A-I</td>
<td>B-H</td>
<td>Goal for 16I: 30/3. Record.</td>
</tr>
<tr>
<td>Numeric Keypad</td>
<td>A-F</td>
<td>A-F</td>
<td>Make certain the Num Lock key is activated. YOU MUST USE THE KEYPAD.</td>
</tr>
</tbody>
</table>

**DON’T FORGET:**
- PRINT your two best 2-minute timed writings from Lessons 11-20. These will be averaged to determine 100% of your final grade. (Please note: 12-second sprints do not count!).
- To print: Click on My GDP >> Portfolio >> Lesson # to print >> Details >> Print >> Print again >> Print again.

*Warmup exercises (Part A) are optional on all drills.
Wor-Wic Community College Institutional Policies

ACADEMIC HONESTY POLICY: (GEO 9)

Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

EMERGENCY INFORMATION STATEMENT:

In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College's website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.

ACADEMIC INTEGRITY and COMPUTER USAGE POLICY:

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.

SERVICES for STUDENTS with DISABILITIES

Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

SEXUAL VIOLENCE DISCLOSURES

Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.

Information on rights of victims of sexual violence and related resources is available in the college catalog and at the public safety page of Wor-Wic’s website: http://www.worwic.edu/Administration/PublicSafety.aspx