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# BGN201 – Basic Keyboarding

## Section 2460, Fall 2020 – Course Syllabus

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### Welcome

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You will find this short, course to be fun as well as packed full of information. It is important to stay on track because if you fall behind in the class, it is difficult to get caught up.

Since this is an online course, the organization of the course has been made as simple as possible. In each section, you should follow the directions on the module pages, which generally follow this pattern:

1. Read the lesson for the module
2. Review the PowerPoint presentations (if applicable)
3. Read the instructor's notes
4. Complete online lessons
5. Take any online quizzes and submit logs
6. Post your comments in the Discussion Board area when required

### Course Description

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Develop ability to type by touch using computerized typing software. Emphasis is placed on analyzing and enforcing proper keyboarding and ergonomic techniques with a focus on taking preventative measures to prevent cumulative trauma disorders. Speed and accuracy development is emphasized, as well as proofreading.

#### [BGN201 - Course Outline of Record](#)

Duration: October 19 - December 13 (8 weeks)

Units: 0.50

Grade Code: Pass/No Pass only

Recommended Preparation: None

### Course Content and Objectives

Upon completion of the course, students will be able to:

1. Type by touch the alphabetic keys (A-Z).
2. Type by touch the punctuation keys.
3. Use correct technique and posture while typing.
4. Achieve a minimum speed of at least 20 net words per minute (errors subtracted from speed score) in order to receive a passing grade.

### Student Learning Outcomes

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Upon completion of the course, students will be able to:

1. Use correct technique and posture while typing.
2. Operate the letter and punctuation keys by touch.
3. Type at the minimum speed and accuracy level acceptable to business standards.

### Class Meetings

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This is a 100% online class and there are no required in person meetings. Exams will also be completed online.

## Instructor Contact

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Pamela Darling-Facio

Email: Please use Canvas InBox or pdarling-facio@santarosa.edu

Phone: 707-527-4999, ext. 9600 (Voicemail only)

Online Office Hours: Wednesdays 5:00 – 7:00 pm and Fridays 9:00 – 10:00 am

I respond to emails with 24 hours, Monday-Friday.

## Course Website

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Students will use the Canvas course web site for assignment instructions, taking quizzes, sharing resources, and viewing grades. Students will also use [www.KeyboardingOnline.com](http://www.KeyboardingOnline.com) to complete timed lessons and timed writings.

## Textbook

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Keyboard Mastery Short Course, Barbara Ellsworth, Ellsworth Publishing Company. The text is available through the SRJC bookstore and on the publisher's website. Be sure your text comes with an access code. ISBN: 9780997560930



## Required Hardware and Software

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This course is "hosted" by the Ellsworth Publishing Company. You will just go to their site and register with your access code, which comes with your textbook. You should be able to access and work with these materials from any device, Mac or PC. You'll see how to do this in the Get Started page.

## Computer Labs

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At Santa Rosa Junior College, we are committed to providing students who do not have home or office computers that they can complete online courses by using one of the college's computer labs. You must have:

- A working e-mail address – if you do not already have one, you may register for a free e-mail account with Hotmail, Yahoo or Google.
- Access to a Computer Lab at Santa Rosa, or Petaluma campuses, OR
- Access to a Personal Computer which meets the Online Requirements with access to the Internet.

- Microsoft Edge, Internet Explorer, Mozilla Firefox, or Chrome (preferred)
- Adobe Reader (software needed to read PDF files)

The Microsoft Office is available on both the Santa Rosa and Petaluma Campuses. In Santa Rosa you can use the Maggini Hall Computer Lab in room 2811. In Petaluma you will use the computer lab in Call Hall. Microsoft Office 2016 is installed on the computers.

Staff is available in the labs to provide you an orientation to the lab and assist you with the login procedure. All you need to do when you get to the lab is to go to <http://de.santarosa.edu/> and log in. It is lab policy that the printers in the labs are to be used to print required course work only. If you have any questions about printing, check with the staff in the campus lab that you are using.

NOTE: Due to COVID-19, computer labs may not be open and/or may have reduced hours. Please check the lab schedule before attempting to work on campus.

## Important Dates

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- October 19 - Class begins
- October 24 - Last day to drop with a refund
- October 29 - Last day to drop without a W
- November 30 - Last day to drop with a W
- December 13 - Last day of class

## Dropping the Class

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If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

## Instructor Announcements and Q&A Forum

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The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement. A "Q&A Forum" is also on Canvas to ask for assistance of your classmates or of instructor.

## Attendance

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Although this is an online course, your "attendance" in class is mandatory. The factors that make up "attendance" include submitting your assignments on time, participating in online class discussions, and completing quizzes by the due dates stated on the Class Schedule.

- It is the student's responsibility to opt for a P/NP (Pass/No Pass) grade.
- It is the student's responsibility to drop this course by the drop date(s) listed in this Syllabus.
- Students who have not submitted assignments or contacted me by October 29 will be dropped by the instructor as No Shows.

## Late Policy

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Although we are working at our own pace, you must finish the lessons as assigned. You may work ahead, but not behind. If you are missing two deadlines in a row, you may be dropped from the class. If your work is more than one week late, it will not be accepted.

## Grading Policy

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There will be several lessons due each week along with, assignments, quizzes, and communication assignments. Visit the “Grades” in Canvas to keep track of your grades. I grade a number of times each week and post grades and comments on the online Canvas gradebook.

***All students are expected to do their own work and save documents to their individual disk. Students copying or claiming the work of others as their own will be given an F (zero points) for the assignments.***

## Evaluation

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<b>Lessons – 40%</b>	Completion of 16 online lessons.
<b>Test – 40%</b>	Completion of two 2-minute timings, with a minimum job entry speed of 20 words per minute and an accuracy rate of 98% or higher.
<b>Quizzes – 10%</b>	Completion of quizzes detailing specific information from the text relating to vocabulary and the ergonomic work environment.
<b>Other Assignments – 10 %</b>	Performance and tracking of breaks/exercises, stretches demonstrate good ergonomic techniques while typing.

### Average Typing Speed

30 wpm = A  
25 wpm = B  
20 wpm = C  
15 wpm = D

## How to Succeed in this Online Course

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- Turn on notifications in Canvas. You can set notifications for daily, weekly, or a summary. You can be notified via text or email. When your notifications are on you will receive reminders and announcements from me about upcoming assignments. You can change your notifications using the **Account** button in the Global Navigation in Canvas.
- Be sure to note deadlines for online lessons, discussion posts, quizzes, and assignments.
- Check **Grades** for points earned every week to make certain your points are recorded accurately. If you note a discrepancy, please send me a private message using the Canvas **Inbox** as soon as possible.
- Above all, do **NOT** allow yourself to get behind in completing the assignments. If you get behind in the assignments, you will miss the deadlines for the assignments or quizzes. It is imperative that you do not miss the deadline or skip an assignment or quiz.

## Standards of Conduct

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Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:

[SRJC Writing Center Lessons on avoiding plagiarism](#)  
[SRJC's policy on Academic Integrity](#)

## **Special Needs**

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Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (707-527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.