BGN203 – 10-Key Skills
Section 2462, Fall 2020 – Course Syllabus

Welcome

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 and timings
5. Take any online quizzes and submit logs
6. Post your comments in the Discussion Board area when required

Course Description

Individualized instruction in using the 10-key numeric keypad by touch. Students will achieve a minimum speed of 10,000 KSPH (keystrokes per hour) with at least 98 percent accuracy.

BGN203 - Course Outline of Record

Duration: August 17 - October 11 (8 weeks)
Units: 0.50
Grade Code: Grade or Pass/No Pass
Recommended Preparation: None

Course Content and Objectives

Upon completion of the course, students will be able to:
1. Input numbers rapidly and accurately by touch.
2. Use correct techniques and posture while learning the 10-key pad

Student Learning Outcomes

Upon completion of the course, students will be able to:
1. Keystroke by touch at least 10,000 KSPH (keystrokes per hour) with 98% accuracy as measured by averaging scores from drill exercises and tests.

Class Meetings

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

Instructor Contact

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

Students will use the Canvas course web site for assignment instructions, taking quizzes, sharing resources, and viewing grades. Students will also use www.KeyboardiningOnline.com to complete timed lessons and timed writings.

Textbook

Ten Key Mastery on the Computer Access Code only, Barbara Ellsworth, Ellsworth Publishing Company. Access code only: ISBN: 978-0-9975609-4-7

NOTE: This textbook is no longer available in hard copy. The access code purchase will be used to access the textbook online as your work with the online program to build your skills on the 10-key pad. Access code is available at the SRJC bookstore, or from the publisher: www.KeyboardingOnline.com

Required Hardware and Software

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

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 to 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

- August 17 - Class begins
- August 22 - Last day to drop with a refund
- August 27 - Last day to drop without a W
- September 27 - Last day to drop with a W
- October 11 - Last day of class

Dropping the Class

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

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

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 August 27 will be dropped by the instructor as No Shows.

Late Policy

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

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 several 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

Lessons – 40%	Completion of 24 lessons of 1-minute timings with a minimum job entry speed of 11,000 keystrokes per hour (B grade) and an accuracy rate of 98% or higher.
Skills Performance Tests – 40%	Completion of eight tests of various lengths, including 2-minutes, 3-minutes, 4-mintues, and 5-minutes (as indicated in each lesson) with a minimum job entry speed of 11,000 KSPH and an accuracy rate of 98% or higher.
Quizzes – 10%	Completion of quizzes detailing specific information from the text relating to vocabulary and the ergonomic work environment.
Other Assignments – 10 %	Performance and tracking of breaks/exercises, stretches demonstrate good ergonomic techniques while typing. This will include discussion posts.

Average KSPH Speed

12,000 KSPH = A	A = 90-100%
11,000 KSPH = B	B = 80-89%
10,000 KSPH = C	C = 70-79%
8,000 KSPH = D	D = 60-69%

How to Succeed in this Online Course

- 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

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

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.