OBT 105 – Section 501 Basic Keyboarding <u>ONLINE</u>
CRN 34962

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COURSE DESCRIPTION:

OBT 105T: Basic Keyboarding is a (1) credit hour class that is designed for students who want to improve or increase their keyboarding skills. This is a self-paced, individualized course using the standard microcomputer keyboard and the online keyboarding program.

The course is designed to teach keyboarding by touch (without looking at the keys or your fingers) in a short length of time with typing speeds up to 30-35 wpm and accuracy of no more than 1 error per minute. Only the alphabet and punctuation keys are covered in this online course.

- Every lesson contains timed exercises and students are encouraged to meet the speed and accuracy goals (30 WPM/0 errors) in each exercise BEFORE continuing on to the next lesson.
- PLEASE make sure you enter a grading scale when setting up your account, REGARDLESS if you are taking this class as a CR/NC as the grading scale determines your goals.
- Goal directed practice on each level will help you progress much further and faster as you will master each exercise before continuing on to the next one.
- IF you have trouble with any exercise-you may go on to the next exercise. HOWEVER-you must return to the previous exercise and complete it in order to raise the timing score (WPM).

Keyboarding Short Course website will teach beginners how to type as well as experienced typists how to type faster and more accurately. Not recommended for Office and Business Technology majors.

There are 126 timed exercises – 18 lessons in all and FREE FORM if you want to create timings of longer duration
- Lessons 1-11 are 15-second timings and some are 30-second timings
- Lessons 12-18 are 1-minute and 2-minute timings.

MAIN COURSE OBJECTIVES:
- The student will demonstrate how to key in on the keyboard correctly
- The student will demonstrate proper finger placement on the microcomputer.
- The student will demonstrate proper typing techniques.
- The student will demonstrate proper posture.
- The student will demonstrate ability to take a timed writing with minimum speed of 25 wpm.

TEXT: There is no text book. Student will purchase a code.
Note: You may purchase a code from the UNM-Valencia bookstore. If you are not able to come to campus to purchase the code, one can be purchased from the Keyboarding Learning Site.
keyboardingonline.com

ATTENDANCE POLICY:

This is an online course meaning you will check into UNM Learn (http://learn.unm.edu) to check for messages, announcements, assignments etc. If you DO NOT check in with me by the third day you will be dropped. You will access the Keyboarding Short Course website link from the class home page in UNM Learn OR enter keyboardingonline.com into the internet browser address window.

The Keyboarding online software tracks the lessons and the dates when lessons were completed. Blackboard tracks the number of times a student logs in to the system. So therefore I will take track attendance through these two methods.

STUDENTS WITH DISABILITIES:

Students with Disabilities: UNM Valencia's Equal Access Services provide academic support to students with disabilities. If you need alternative formats for completing coursework, you should contact this service immediately to ensure your success; the staff can help meet your needs in a timely manner. Once you have been tested and have had an appointment with Equal Access, you are responsible for getting all documented forms to your instructors as soon as possible. Please call (505) 925-8560 for more information, or visit: http://www.unm.edu/~vcadvise/equalaccess.htm

Instructors cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services telling them how to proceed and what to do to help you best. Once we receive your paperwork, we will help you in all ways specified. Pursuant to the American with Disabilities Act (ADA), instructors accommodate documented special needs, and we encourage students to discuss their concerns with their instructors.

GRADING POLICY:
This grade is generated from the Grade Report on the students' program. The course standards are:

> 32 WPM + = A (This is your goal for each exercise)
> 28 WPM = B
> 24 WPM = C (Average to pass for CR grade)
> 20 WMP < = D

Withdrawal from Class/Dropping without a grade
Please refer to the class schedule for deadlines for dropping a class. However, if you encounter problems towards the end of the semester after the drop deadline-please talk to me as and 'F' or 'WF' can greatly affect your GPA and financial aid. Please be aware that you have to do the work and turn it in on time in order to get a 'WP' grade

Incomplete grading policy
If you have completed 85% of the semester (attendance and homework) and are experiencing obstacles that are preventing you completing the course, make an appointment to talk to me about receiving an incomplete. This allows you full semester to complete all assignments past due. Please note that it is YOUR responsibility to complete all assignments in a timely manner as agreed or your INC turns into an F.

Suggested Weekly Outline
OBT 105 Keyboarding online

Lesson	Title	Timings
Week 1	Course Entry - All Keys	2 minute timing
Week 2	Home Row (A, S, D, F, J, K, L, ;)	10 lines, 15 sec. each
Week 3	T, E, H Keys	10 lines, 15 & 30 sec. timings
Week 4	O, R, N Keys	10 lines, 15 & 30 sec. timings
Week 5	M, C, Left Shift Keys	10 lines, 15 & 30 sec. timings
Week 6	I, Period, Right Shift Keys	10 lines, 15 & 30 sec. timings
Week 7	Comma, U, Caps Lock Keys	10 lines, 15 & 30 sec. timings
Week 8	B, P, W Keys	10 lines, 15 & 30 sec. timings
Week 9	G, Colon, Q Keys	10 lines, 15 & 30 sec. timings
Week 10	V, Forward Slash, Question Mark Keys	10 lines, 15 & 30 sec. timings
Week 11	X, Y, Z Keys	10 lines, 15 & 30 sec. timings
Week 12	Hyphen, Dash, Apostrophe, Quote Keys	10 lines, 15 & 30 sec. timings
Week 13	Mixed Timings - All Keys	10 lines, varied timing length
Week 14	The Ostrich - All Keys	1 minute timing
	Living Healthy	1 minute timing
Week 15	Grain - All Keys	1 minute timing
	The Crocodile	1 minute timing
	Importance - All Keys	2 minute timing
Week 16	Australian Rabbits - All Keys	2 minute timing
	Course Exit - All Keys	2 minute timing