



Course Title: ADM111 Keyboarding and Formatting II

Credit Hours: 3

Semester: Spring 2022

Cap: 25

Faculty: Christine Reidhead

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Location: Online

Class Meeting Times: online

Tools: Cengage Access Code for Online Software

Laptop and Internet Access: Every student is required to own a laptop and have internet access.

Mission, Vision, and Philosophy

Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description

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Improved keyboarding competence is the goal of this course. Emphasis is placed on production of mail-able business letters, manuscripts, tables, business forms, and other correspondence on state-of-the-art equipment.

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Week	Date	Chapters	Due Dates
1		Orientation, Syllabus, Pre-test	
		Last day to add/drop	
2		Lessons 10, 11, 12 & 13	
3		Timed writings from within lessons 1-13 Timed Writings from within Lessons 14-25	

4		Lessons 26, 27 & 28	
5		Lessons 29, 30 & 31	
		Midterm grades are due	
6		Timed Writings from within Lessons 26-31 Lessons 32 & 33	
7		Lessons 34, 35 & 36	
8		Lesson 37 Timed Writings from within Lessons 32-37	
9		Lessons 38, 39 & 40	
10		Lessons 41 & 42 Timed Writings from within Lessons 38-42	
11		Lessons 43, 44 & 45	
12		Lessons 46, 47 & 48	
13		Lesson 49 Timed Writings from within Lessons 43-49 Lesson 50	
14		Lesson 51, 52, 53 Timed Writings from within Lessons 50-53	
15		Lessons 54-55 Timed Writings from within Lessons 54-55	
16		Skill Building 4 Timed Writings 28-33 Skill Building 5 Timed Writings 34-54 Skills Analysis Timed Writing (Post-test)	
		Graduation	

COURSE OUTCOMES	COURSE MEASUREMENTS
A strong understanding of the alphabetic keyboard by touch	Complete reading assignments, homework assignments, exams, projects, and quizzes.
A strong ability to develop intermediate-level mastery on keyboarding applications, including business letters, memos and reports	
A strong ability to use the acceptable keyboarding techniques without looking at the keyboard	
A strong ability to achieve typing speed goal with accuracy	
An ability to communicate proofreading skills	

Grading Plan

Homework	50%	A = 100 - 90%
Class Participation	30%	B = 89 - 80%
Attendance	20%	C = 79 - 70%
		D = 69 - 60%
		F < 60%

Grading Policy

Each student must do his or her own homework and case studies. Discussion among students on homework and cases is encouraged for clarification of assignments, technical details of using software, and structuring major steps of solutions - especially on the course's Web site. Students must do their own work on the homework and exam. Cheating and Plagiarism are strictly forbidden. Cheating includes but is not limited to: plagiarism, submission of work that is not the student's own, submission or use of falsified data, unauthorized access to exam or assignment, use of unauthorized material during an exam, supplying or communicating unauthorized information for an assignment or exam.

Participation

Students are expected to attend and participate in all class activities- as listed above, as it **is 3% of the grade**. Points will be given to students who actively participate in class activities including field trips, laboratories, and ask questions of guest speakers and other presenters.

Cell phone and head phone use

Please turn cell phones off or place them on silence or vibrate mode **before** coming to class. Also, answer cell phones **outside of class** (not in the classroom). Exercising cell phone use courtesy is appreciated by both the instructor and classmates. Headphones are to be removed before coming to class.

Attendance Policy

Students are expected to regularly attend all classes for which they are registered. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses

For every credit hour spent in a class, a student is expected to spend two hours (2) outside

of class studying the course materials.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor.

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

Students with Disabilities

The Navajo Technical University and the Business Program are committed to serving all enrolled students in a non-discriminatory and accommodating manner. Any student who feels he/she may need an accommodation based on the impact of disability, or needs special accommodations should inform NTU in accordance with the procedures of the subsection entitled "Students with Disabilities" under Section 7: Student Support Programs, NTU Student Handbook.

Homework Policy

Homework turned in one day late will drop 10% of the grade.

Homework turned in two days late will drop 20% of the grade.

Homework turned in three days late will drop 30% of the grade.

Homework will not be accepted after the third day late.