Course Number: OS1143

Course Title: Speedbuilding

Course Description: Continued focus on individual speed/accuracy ability.

Instructor Name: Phyllis Hutson

Instructor Bio: I am the instructor of Office Systems Technology. I earned my BBA and MAT from SAU and my MBA from the University of North Alabama.

Prerequisite: Skillbuilding OS 1133 and the ability to type at least 45 WPM

Textbook Title: *Skillbuilding*, 4th Edition with Online Software Registration Card, by Eide, Rieck, and Klemin, McGraw-Hill. Students must have the online software registration card to access the online software. Codes that have been used by other students cannot be reused.

Learning Outcomes:

1. Increase speed, skill, and accuracy level in timed exercises
2. Demonstrate the ability to touch type between 55-60 wpm
3. Demonstrate continued improvement in keyboarding, including alphabet, numbers, and symbols utilizing the "touch" method.
4. Develop the keyboarding and document production skills needed in today's workplace.

On-Campus Requirement
The final exam must be taken at an approved proctor site. Visit the college website at www.sautech.edu for detailed information**.**

Modes of Interaction
Following step by step instructions from the textbook and software. Interaction between student and instructor will be handled through e-mail, discussion forum, and one on one contact via telephone if necessary.

Methods of Assessment

Exams in the form of time writings and document processing are given through
Blackboard within a specified time frame. Time writings are built directly into the software for this course.

Enrollment Procedures
SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:
*   Submit application for admission.
*   Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
*   Provide proof of two immunizations against measles, mumps and rubella.
*   Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A $10 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: http://www.sautech.edu.edu/studentResources/admissions.aspx

Course Registration Website: http://www.sautech.edu/studentResources/advising.aspx

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: http://www.sautech.edu/lrc/index.aspx

Bookstore Website: http://sautech.textbooktech.com

Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Other Considerations
Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:
- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).
- Microsoft Word – used to complete assignments and submit to instructor
  - Can be accessed via SkyDrive inside your student email account. **FREE**
  - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
  - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at http://download.openoffice.fm/free/?pk=26976
- Adobe Reader 7.0 or higher – used to read files in pdf format
  - Cost: Free
  - Can be downloaded to your computer from http://www.adobe.com/products/acrobat/readstep2.html
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
  - Cost: Free
  - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
  - Cost: Free
  - Can be downloaded to your computer from http://www.macromedia.com/shockwave/download/download.cgi?
- Windows Media Player – used to listen play audio files
  - Cost: Free
  - Comes as part of your Windows operating system

- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.)**
    - o Cost: Free
    - o Can be downloaded to your computer from http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-