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**Official TCC Course Syllabus**

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| --- | --- | --- | --- |
| Discipline Prefix: AST | Course Number: 101 | Course Title: Keyboarding I | |
| Course Section: W03P |
| Credit Hours: 3 | Lecture Hours: 3 | Clinical Hours: | Lab Hours: |
| Contact Hours: 3 | Studio Hours: | Semester: Fall 2015 | |
| Meeting Days/Time/Location: Saturdays/9:00-11:45 AM/Portsmouth Campus, Building C, Room C-103 | | | |

**Instructor Information**

Name: Dr. Michael E. Bryan

Office Location: C-103

Office Hours: By appointment

Contact Information: [mbryan@tcc.edu](mailto:mbryan@tcc.edu), 757-822-1073

Course Website (optional):

Blackboard site: <http://learn.vccs.edu>

Instructor email address (college or VCCS): [mbryan@tcc.edu](mailto:mbryan@tcc.edu)

# **Course Information**

### **Course Description**

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports and tablulation.

### **Prerequisites and/or Co-requisites**

Prequisites - None

Corequisites - None

### **Required Course Texts and Supplementary Materials**

**NO REQUIRED TEXTBOOK OR SOFTWARE**. Both In-Class and Out-of-Class Activities utilize TypingWeb (<http://www.typingweb.com>) which is a FREE, web-based program that offers 31 lessons (from beginner to intermediate and advanced lessons). At the beginning of the course, students will be assigned a username and password to access and login to TypingWeb. To complete typing assignments outside of class, students may use any computer with internet access (e.g., home desktop, TC computer lab, public library). Lastly, students must have access to MS Word to complete the word processing activities. If students do not have access to MS Office on a home computer, they may use the computers at any of the TCC computer labs.

### **Measurable Learning Outcomes**

1. Demonstrate skill in typing the keys with emphasis on correct techniques.
2. Exhibit progress in improving his/her basic keyboarding skills through speed and accuracy drills.
3. Format correctly centered announcements, business correspondence, reports, and tabulations.
4. Type a minimum of 25 gross words per minute for three minutes with no more than five errors on the entire timed writing.

### **Topics Covered in the Course**

Letter key reaches, keyboarding mastery, figure key reaches, symbols, format copy, e-mail and word processing with Microsoft Office, business and personal business letters, interoffice memorandums, envelopes and labels, business and academic reports, tabulated documents and tables, skill building through timed writing and diagnostic practice, and timed production measurement.

### **Description of Assignments/Assessments**

The primary goal of this course is to acquire the fundamental knowledge and skills associated with keyboarding, which then become the foundation for continued improvement in keying speed and accuracy. Students demonstrate proficiency with these skills via In-Class Activities and Out-of-Class Activities which then culminate in a performance-based Final Exam.

The **In-Class Activity** involves completing lessons available at TypingWeb (<http://www.typingweb.com>). TypingWeb is a FREE, web-based program that offers 31 lessons (9 Beginner, 9 Intermediate, 6 Advanced, and 7 Specialty). The website provides performance statistics to both student AND professor. Some of the available statistics include speed, accuracy, problematic keys, completion status of lessons, time logged in, total time keying, etc.

Traditionally, Keyboarding I courses heavily emphasize speed and accuracy. However, based on my personal and professional experience, I attempt to eliminate the pressure and stress associated with correlating final course grade with words per minute benchmarks (e.g., A=40+ WPM, B=35-39 WPM, C=30-34 WPM, D=25-29 WPM). It’s been my experience that when the proper touch type technique is emphasized, improvements in speed and accuracy will come naturally.

Therefore, 70% of the final course grade is earned by demonstrating the proper touch type technique, regardless of words per minute and regardless of the number of lessons completed. As it will be explained later in this syllabus, students earn the maximum 70 points by maintaining proper techniques, regardless of how many or how few lessons are completed. However, TWO (2) POINTS will be deducted for each time a student fails to utilize proper technique, and TEN (10) POINTS will be deducted for each absence. (A second absence will result in a failure [F final course grade].)

The **Out-of-Class Activity** is similar to the In-Class Activity in that students are required to continue practicing typing during weeks we do NOT meet. To earn the maximum 10 points, students must type out-of-class at least 1 hour per week. During the last class (Final Exam Day), students must export and print the *TypingWeb Time Spent Typing By Day Report* to provide evidence of the total number of hours typed. Students are typically required to type approximately 8-10 hours throughout the semester. As with the Timed Writing Section of the Final Exam, students cannot earn partial credit. Either the student earns the full TEN (10) POINTS by typing the minimum number of hours out-of-class or the student earns ZERO (0) POINTS by failing to meet the minimum hours typed. The total number of hours to be typed out-of-class will be finalized by the first day of class.

The **Final Exam** consists of two sections which are performance-based: format business documentation and preform a timed writing. As explained later in the syllabus, students can earn up to 20 points on the Final Exam (10 points for the business documentation section, and 10 points for the timed writing section). To earn the maximum 10 points on the timed writing, students must type at least 25 words per minute with three or fewer errors. Failure to achieve those two conditions will result in ZERO (0) POINTS on the timed writing section. Earning points on the business documentation section is not “all-or-nothing” as with the timed writing section; partial credit can be awarded.

# **Course Schedule**

**Class Routine**

1. Arrive ON TIME. (You are encouraged to arrive early and/or stay late to network with classmates. Students who are tardy will lose break time.)
2. Login to TypingWeb using the username and password assigned by the professor.
3. Continue working on the lessons. (Focus on technique and NOT on speed! Don’t skip around lessons.)
4. Take breaks when announced by the professor. (Like learning to play an instrument, keyboarding requires mental focus, developing muscle memory, and using fine motor skills…which require occasional breaks.)
5. Prior to dismissal, complete the current lesson. (Completed lessons are automatically saved; partially-completed lessons are not.)
6. Go to the Statistics section of TypingWeb to export and print the various reports. (Progress Summary, Time Spent Typing By Day, Your Problem Keys, and Typing Test Results.)
7. Review the printed reports and highlight what you did well and what needs improvement. (Learning a new skill is enhanced when we recognize success. Reflect on why some lessons/keys are easier than others.)
8. Logout and clean your workspace.

**Class Timeline**

The table below shows a typical session during the first month of class. All totaled, students type for at least 1.5 hours, have 30-45 minutes of break time, and 15 minutes to review printouts and cleanup.

|  |  |
| --- | --- |
| **TIME** | **ACTIVITY** |
| 9:00-9:30 | Login and begin working on TypingWeb lessons. |
| 9:30-9:45 | Break (keyboarding game and walk around). |
| 9:45-10:15 | Continue working on TypingWeb lessons. |
| 10:15-10:30 | Break (keyboarding game and walk around). |
| 10:30-11:00 | Continue working on TypingWeb lessons. |
| 11:00-11:15 | Break (keyboarding game and walk around). |
| 11:15-11:30 | Complete current lesson. |
| 11:30-11:45 | Print and review reports, logout, and clean workspace. |

The table below shows a typical mid-semester session on word processing.

|  |  |
| --- | --- |
| **TIME** | **ACTIVITY** |
| 9:00-9:30 | Prepare for Final Exam by completing timed writings. |
| 9:30-10:15 | Research types of documents common to business/industry. |
| 10:15-11:00 | Review MS Word. |
| 11:00-11:45 | Format various documents, review printed documents, and clean workspace. |

**TypingWeb Lessons**

Students are expected to continue practicing their keyboarding lessons out-of-class. TypingWeb is a web-based program and can be accessed ANYTIME, ANYPLACE with internet access. As the old saying goes, “Practice Makes Perfect,” so if all 31 lessons are completed, then repeat the lessons. There is no maximum or minimum number of lessons to be completed. The emphasis is on learning the CORRECT TECHNIQUE. When you truly master the technique, you gain a very high ceiling regarding words per minute and accuracy. If instead you initially focus on speed and accuracy, then you will have a lower ceiling and your “top speed” will be greatly diminished. In the long run, people who use the touch type technique will type faster than those who “hunt-and-peck.”

**TypingWeb Printouts**

After each class, students are to go to the Statistics section of the website to export and print the 4 primary reports (Progress Summary, Time Spent Typing By Day, Your Problem Keys, and Typing Test Results). Students are then expected to review those printed reports and highlight what was done well and what needs improvement. Learning a new skill is enhanced when we have a positive mindset. Therefore, take time at the end of each class (at the end of each lesson) to recognize success and identify areas for improvement. Reflect on why some lessons/keys are easier than others. Although required, these printouts are not graded, nor are they collected. However, they are of great value to the students! The ONLY printout REQUIRED AND GRADED is the *TypingWeb Time Spent Typing By Day Report* which provides evidence of the total number of hours typed out-of-class. This printout will be required on the last class (Final Exam Day).

**Within-Class Breaks**

As mentioned elsewhere in this syllabus, breaks are a necessary part of learning a new skill such as typing. At the professor’s discretion, breaks will take the form of keyboarding games (in TypingWeb) as well as complete breaks away from the computer (to rest eyes and fingers). Typically, students type 30 minutes, followed by 5-10 minute breaks. Additional, from time to time, instructional demonstrations and lectures will serve as breaks.

**Schedule Adjustments**

Class will meet (with mandatory attendance) during the first several weeks of the semester to ensure students fully understand the course expectations and demonstrate a solid foundation in the proper touch-type technique. After such time, class will meet one more time (mid-semester) to address the last 2 course outcomes (format business documents, perform timed writings). The schedule shown below is TENTATIVE. The exact dates will be finalized shortly before the start of the semester, and disseminated via email to enrolled students.

The following course schedule may change due to the progression of the course. The course schedule may change at the discretion of the instructor; however, students will be notified via email when any changes/additions are made to the schedule.

| **WEEK (MON-SUN)** | **SESSION** | **ACTIVITIES/ASSESSMENTS** |
| --- | --- | --- |
| Week 1 (8/24-30) | 8/29 | Class meets. Introductions, review syllabus, discuss proper touch-type technique, receive assigned username and password, review TypingWeb website, complete first beginner lesson. |
| (8/31) |  | Last day to add or change for a 16-week course. |
| Week 2 (8/31-9/6) | 9/5 | Class meets. Review proper touch-type technique, continue completing lessons. |
| Week 3 (9/7-13) | 9/12 | Class meets. Review proper touch-type technique, continue completing lessons. |
| (9/7) |  | Labor Day (college closed). |
| (9/10) |  | Last day to drop tuition refund from a 16-week course. |
| Week 4 (9/14-20) | 9/19 | Class meets. Review proper touch-type technique, continue completing lessons. |
| Week 5 (9/21-27) | 9/26 | ***No session***. Continue completing lessons at home (1 hour minimum). |
| Week 6 (9/28-10/4) | 10/3 | ***No session***. Continue completing lessons at home (1 hour minimum). |
| Week 7 (10/5-11) | 10/10 | ***No session***. Continue completing lessons at home (1 hour minimum). |
| Week 8 (10/12-18) | 10/17 | ***No session***. Continue completing lessons at home (1 hour minimum). |
| Week 9 (10/19-25) | 10/24 | ***No session***. Continue completing lessons at home (1 hour minimum). |
| Week 10 (10/26-11/1) | 10/31 | ***No session***. Continue completing lessons at home (1 hour minimum). |
| Week 11 (11/2-8) | 11/7 | Class meets. Practice timed writing for final exam, discuss formatting Word documents, research types of documents common to business/industry, generate various Word documents. |
| (11/2) |  | Last day to withdraw without academic penalty from a 16-week course. |
| Week 12 (11/9-15) | 11/14 | ***No session***. Continue completing lessons at home (1 hour minimum). |
| Week 13 (11/16-22) | 11/21 | ***No session***. Continue completing lessons at home (1 hour minimum). |
| Week 14 (11/23-11/29) | 11/28 | ***No session***. Thanksgiving Holiday on 11/28 (college closed). |
| (11/25-29) |  | Thanksgiving Holiday (college closed). |
| Week 15 (11/30-12/6) | 12/5 | ***No session***. Continue completing lessons at home (1 hour minimum). |
| Week 16 (12/7-13) | 12/12 | Class meets. **LAST CLASS**. Final Exam: business correspondence, timed writing. Submit *TypingWeb Time Spent Typing By Day Report* as evidence of the total number of hours typed. |
| (12/19) |  | Graduation. |

### **Blackboard and Course Communication**

Students should check their VCCS student email account on a DAILY BASIS, and Blackboard on at least a WEEKLY BASIS. Outside of class time, I am available via email at [mbryan@tcc.edu](mailto:mbryan@tcc.edu). Consistent with standard business practices, students should expect a response to their email within 24-48 hours.

# **Course Policies**

**Attendance Policy**

Attendance is **MANDATORY**. The published college policy is in effect for this class. It is expected that each student will attend **every** class with absence occurring only in emergency situations. If a student is absent TWO OR MORE of the scheduled instructional time, the student is considered to have an unsatisfactory attendance record which will result in administrative withdrawal or a grade of F for the course. Please note in the Grade Policy section of this syllabus that TEN (10) POINTS will be deducted after the first absence; course failure (F final course grade) results after a second absence.

As per the *College Catalog*, “All students are expected to be present and on time at all scheduled class meetings. Instructors are not required to admit a student who arrives late to the classroom. A student who adds a class or registers after the first day of classes is counted absent from all class meetings missed. If a student is absent more than 15 percent of scheduled instructional time, attendance may be defined as unsatisfactory. This calculation includes absences occurring during the add/drop period. See also the Withdrawal Policy in this syllabus for more information. Per the college’s attendance policy, faculty has the right to develop a more stringent policy as well. Students who do not attend or participate in class by the deadline to drop for tuition refund may be deleted from the course.”

**Tardy Policy**

TWO (2) tardies (arrival after attendance has been taken) will constitute ONE (1)absence.If attendance has been taken before you arrive, **it becomes your** **responsibility** to see that instructor records the change at a time when she is free to do so. If the change is not reflected in the grade book, it becomes an absence. Students who arrive late may lose some or all of the break time designated by the professor.

**Late Work/Make-up Exam Policy**

No late or make-up work is allowed. Two tardies equates to one absence. Ten (10) points will be deducted for the first absence. Course failure (F) will result after two absences. Students who fail to complete the minimum number of typing hours out-of-class will NOT be allowed to complete missed hours and submit documentation.

**Statement on Classroom Behavior**

TCC is committed to maintaining a social and physical environment conducive to carrying out its education mission. Therefore, all members of the TCC community are expected to demonstrate standards for civility.

* Be moderate in speaking. Loud, obscene, argumentative, or threatening speech is disruptive to teaching and learning and is offensive to others. It has no place in an academic setting.
* Resolve any disagreements in a positive, non-combative manner. Request the assistance of college authorities if needed.
* Show respect for the comfort of others in an educational setting by observing acceptable standards for personal cleanliness and dress.

**Clean Workspace Policy**

Be aware of your surroundings; leave your work area neat at the end of class (i.e., discard trash; push in chair under the desk; place keyboard, monitor, and mouse to original position).

**Food and Beverage Policy**

NO FOOD OR DRINK ALLOWED IN COMPUTER LABS. This rule is strictly enforced.

**Electronic Devices Policy**: As per the *Student Handbook*: Cell phones, pagers, and other communication devices are prohibited from use in classrooms, laboratories, and libraries, unless authorized by the appropriate faculty or staff. Although soundless communication devices such as cell phones and pagers are permissible in classrooms, college offices, and/or meeting rooms, they must not be answered during class. Phone ringing in class can mean dismissal from class. Any electronic devices visible in class can be taken by the teacher, or the student can be dismissed from class.

**Disposition of Classes for Emergency Shutdown of the College**

In compliance with Policy 2106 (Disposition of Classes for Emergency Shutdown of the College):

In the event of an emergency shutdown of the college, the president and her executive staff may elect to conclude the term in session if eighty-five percent or more of that term has been completed. If the term in session is concluded, faculty shall compute final grades of students based on coursework completed at that point.

### **Grade Policy**

|  |  |  |  |
| --- | --- | --- | --- |
| **ASSESSMENTS** | **POINTS** | **NOTES** | **OUTCOME ALIGNMENT** |
| Maintain proper keyboarding technique during class. | 70 | In-Class Activity. <http://www.typingweb.com> | #1 and #2 |
| Practice keyboarding. | 10 | Out-of-Class Activity. <http://www.typingweb.com> | #2 |
| Format business documentation | 10 | Final Exam Section 1 | #3 |
| Perform a timed writing | 10 | Final Exam Section 2 | #4 |
| Total Points | 100 |  |  |

The **In-Class Activity** involves completing as many of the lessons available at TypingWeb (<http://www.typingweb.com>). TypingWeb offers 9 Beginner Lessons, 9 Intermediate Lessons, 6 Advanced Lessons, and 7 Specialty Lessons. Students earn the maximum 70 points by maintaining proper techniques, regardless of how many or how few lessons are completed. However, TWO (2) POINTS will be deducted for each time a student fails to utilize proper technique (i.e., poor posture, eyes off copy, eyes on keyboard, fingers off home row). Additionally, TEN (10) POINTS will be deducted for each absence. A second absence will result in a course failure (F).

The **Out-of-Class Activity** is similar to the In-Class Activity because it involves completing as many of the lessons available at TypingWeb (<http://www.typingweb.com>). While the In-Class Activity requires the use of the proper touch-type technique, the Out-of-Class Activity requires a minimum number of hours typed outside of the scheduled class sessions. Students earn 10 points by typing the minimum number of total hours established at the first day of class (usually approximately 9 hours). Although the professor cannot monitor students’ keyboarding techniques out-of-class, students should focus on technique and NOT speed. The 10 points will be earned regardless of speed or accuracy. The “key” is to continue practicing the proper touch-type technique. Future keyboarding courses will require minimum words per minute, but NOT this course! This course is designed so students learn the fundamental technique. If you type the minimum 9 hours out-of-class and type at only 15 WPM, that earns 10 points. If you type the minimum 9 hours and type 150 WPM, you still earn the full 10 points. They essential point is to practice the correct technique!!!!!! Don’t rush and develop bad habits.

The **Final Exam** consists of two sections: produce business documentation and preform a timed writing. The Final Exam will be scheduled for the last day of class. Students can earn up to 20 points on the Final Exam (maximum 10 points for the formatting documents section, and 10 points for the timed writing section). To earn the maximum 10 points on the timed writing, students must type at least 25 words per minute with three or fewer errors. Failure to achieve those two conditions will result in ZERO (0) POINTS on the timed writing section. Earning points on the formatting section is not “all-or-nothing” as with the timed writing section; partial credit can be awarded.

Final course grade is based on the following point system.

A = 90-100 Points  
B = 80-89

C = 70-79

D = 60-69

F = 0-59

**Students should note that a MINIMUM final course grade of C (70 points) can be earned simply by attending every class and always using the proper touch type technique. More simply, PROPER TECHNIQUE = PASS COURSE!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

Final grades are made available to each student within the Student Information System (SIS) now web delivered via MyTCC or SIS. Based on the progression of the course, the grade distribution for each assignment may change. However, if changes are made, I will notify students in a timely manner and in writing.

# **Academic Policies**

Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the TCC *Catalog* and *Student Handbook*. Students should familiarize themselves with the college's policies regarding misconduct and inclement weather found in the *Student Handbook*.

### **Withdrawal Policy**

Students who wish to withdraw without academic penalty should contact a counselor to determine the appropriate procedure. Withdrawals through completion of 60 percent of a session will result in a **W** grade. After 60 percent of a session is completed, a withdrawal will result in a grade of **F** in a credit course or a grade of **U** in a developmental course, except under mitigating circumstances that must be documented by the instructor and approved by the academic dean. Dynamic session classes have unique refund and withdrawal dates. Contact a campus Enrollment Services Office for more information, or visit <http://www.tcc.edu/students/calendar/academic/Dynamic.htm>.

A student who drops after the last day to withdraw does not receive a "W." He/she receives an "F," in which case there is both an academic and financial penalty. A student who withdraws by the deadline faces a financial penalty, but not an academic penalty.

Important dates to remember:

|  |  |
| --- | --- |
| August 31, 2015 | Last day to add or change. |
| September 10, 2015 | Deadline to drop for tuition refund. |
| November 2, 2015 | Deadline to withdraw without academic penalty & to receive a grade of **W** for the course. |

### **Academic Integrity**

TCC will expect students to demonstrate personal and academic integrity, to be open to new ideas, and to share in a community where individuals from diverse backgrounds and cultures help one another grow intellectually, socially, and personally. TCC expects students to achieve, not just to get by. And while many caring and talented faculty and staff are here to help, students must take responsibility for their own learning. Students should strive for a high level of academic performance and to be responsible, contributing citizens within the college and in outside communities. Above all, TCC wants students to develop a love of learning that will last a lifetime, along with a life-long interest in maintaining emotional and physical wellness.

Dishonesty (cheating, copying, combining work efforts, etc.), on exams or assignments will NOT be tolerated and will result in a grade of F for the course. **Each student is expected to do his/her own work!**

### **Student Outcomes Assessment Requirement**

Work products submitted by students to fulfill course requirements may be used by the college to evaluate its academic programs and general education requirements.

### **Statement on Plagiarism and Academic Misconduct**

The paragraphs below come from the *Student Handbook* and are TCC’s policy on plagiarism and academic misconduct.

Academic misconduct includes, but is not limited to, the following actions: cheating on an examination or quiz—either giving or receiving information; copying information from another person for graded assignments; using unauthorized materials during tests; collaboration during examinations; buying, selling or stealing examinations; arranging a substitute for oneself during examinations; substituting for another person, or arranging such a substitution; plagiarism—the intentional or accidental presentation of another’s words or ideas; collusion with another person or persons in submitting work for credit in class or lab, unless such collaboration is approved in advance by the instructor.

Faculty members who have reliable evidence of academic misconduct will (1) investigate the matter, and (2) review the facts of the matter and the proposed penalty with the appropriate academic dean. They may then take one or more of the following actions:

* Require the work to be accomplished again
* Give no credit for the test, paper, or exercise
* Assign a grade of **F**, **U**, or **W** for the course
* Refer the matter to the campus Dean for Student Services or designee for possible disciplinary sanction through the college’s disciplinary procedure

If the faculty member chooses to refer the matter to the campus Dean for Student Services or designee for disposition, the Plenary Disciplinary Procedureshall be followed, and the student’s dismissal from the college is a possibility.

### **Educational Accessibility (Formerly Disability Services)**

Students who have documented, diagnosed disabilities, and who need special accommodations for tests, etc., are advised to see the Educational Accessibility Disabilities Services staff in Student Services so that the instructor may be notified of what accommodations are appropriate in each case. Requests for accommodations should be made to the designated campus Educational Accessibility counselor at least 45 days before classes begin. Documentation must be provided to support the need for accommodations. For assistance with disabilities, contact the campus Educational Accessibility Counselor/Provider or the Coordinator of Educational Accessibility Services: call 822-1213, visit Student Services/Development, or visit the Educational Accessibility webpage at <http://www.tcc.edu/students/specialized/disabilityservices/index.htm>

### **Emergency Procedures**

In the event of a bomb threat, tornado, or fire, students and staff may be asked to evacuate the building or move to an internal assembly area location within the building. Evacuation routes are posted in each classroom. The map indicates the route to the internal assembly area as well as the route to the nearest exit and location of the Emergency Assembly Area. Students should review the map to make sure that the exit routes for the building are clearly understood. The information regarding locations of the Emergency Assembly Areas and Internal Assembly Areas for all classrooms or spaces used on the various campuses is available at the following link: <http://www.tcc.edu/emergency/cemp.htm>. If you will require assistance during an evacuation, let your instructor know at the end of the first class. Tidewater Community College uses TCC Alerts to immediately contact and inform faculty, staff and students of a major crisis or emergency. TCC Alerts delivers important emergency alerts, notifications, and updates via:

* Email account (work, home, other)
* Cell phone
* Pager
* Smartphone/PDA (BlackBerry, Treo & other handhelds)

When an incident or emergency occurs, authorized senders will be instantly notified via TCC Alerts. TCC Alerts is a personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact, and other important information. New users may also register by sending a text message to **411912** keyword: **TIDEWATER.** To cancel the service, text **TIDEWATER STOP** to **411911**.

# **Student Success Resources**

The following resources are available to TCC students. See the *Student Handbook* or visit <http://www.tcc.edu/forms/handbook/> for more information about student services and locations.

### **Library**

A library is located at each TCC campus and at the Visual Arts Center. These libraries are intended for research and study, and they contain materials in print and digital format to support the courses, curricula, and mission of the college. The research materials include books, newspapers, magazines, journals, DVDs, streaming media and an extensive collection of indexes, abstracts and full-text databases. Faculty members may place materials on reserve in the libraries for their students. Visit this site for more information: [www.tcc.edu/library/](http://www.tcc.edu/library/)

### **Academic Support Services**

Each campus provides various kinds of academic assistance. One-on-one tutoring, math and computer labs, and other forms of individual and group assistance may be available. Students can also find free help for writing, from short questions about commas and comma splices to a comprehensive review of research papers in progress, in the Writing Centers. Services and hours may vary by campus. Consult the academic dean for additional information. List any other academic support services available on campus that will help or enhance student success.]

### **Online Help Desk**

Visit the following eLearning Resources for Students website for information about computer skills, technical support, library services for online students, and much more: [http://www.tcc.edu/HYPERLINK "http://www.tcc.edu/eLearning" eLearning](http://www.tcc.edu/HYPERLINK%20)

### **Important Websites**

* College Website: [www.tcc.edu](http://www.tcc.edu)
* Blackboard and Student E-mail: <https://tcc.my.vccs.edu/jsp/home.jsp>
* Student Handbook: <http://www.tcc.edu/forms/handbook/>
* TCC *Catalog*: <http://www.tcc.edu/forms/catalog/>
* Class Schedule: <http://www.tcc.edu/schedule/> (or log-in to SIS for current course offerings)
* Academic Calendar: <http://www.tcc.edu/students/calendar/academic/index.htm>
* eLearning Resources: [http://www.tcc.edu/HYPERLINK "http://www.tcc.edu/eLearning" eLearning](http://www.tcc.edu/HYPERLINK%20)
* For current financial aid information and assistance, visit <http://www.tcc.edu/students/finaid/> or <http://studentaid.ed.gov/>

Sign and date below to ensure you read and now understand the syllabus. The professor collects the bottom portion of this page from the student.

I have read the syllabus and understand all policies and guidelines explained to me.

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Student Name (type)

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Student Signature

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Date