



## **INTRODUCTION TO KEYBOARDING**

Course Syllabus

Date 11/29/11

**C - L - CR**  
**3 - 0 - 3.0**

**COURSE NUMBER:** AOT 100

**PREREQUISITE(S):** None

**CO-REQUISITE(S):** None

**COURSE DESCRIPTIONS** This is an introductory course in touch keyboarding to develop accuracy and speed. Basic file management and document organization will be covered.

**TEXTBOOK(S):** VanHuss, Forde, Woo. Keyboarding Course 18: Lessons 1-25. South-Western Publishing. ISBN: 978-0-538-49539-4

**REFERENCE(S):** None

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:**

1. The student must have access to Keyboarding Pro Software which is available in your assigned classroom and the Open Computer Lab (OCL)
2. A USB/jump drive will be used to create your student account and record your typing activities within the Keyboarding Pro software.

**METHOD OF INSTRUCTION:** The data projection systems, whiteboards, lecture and demonstration will be used, as needed. Students will utilize customized training software to key drills, timings and production work using the computers.

**GRADING SYSTEM:**

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

<u>Timing Grading Scale:</u>	<b>WPM</b>	<b>Numeric Grade</b>	<b>Letter Grade</b>
<i>Timings not completed in class during assigned dates will receive a grade of 0</i>	45 -Up	100	
	44	98	
	43	96	A
	42	94	
	41	92	
	40	90	
	39	88	
	38	86	
	37	84	B
	36	82	
35	80		
	34	78	
	33	76	
	32	74	C
	31	72	
	30	70	
	Under 30	50	F

**GRADE  
CALCULATION  
METHOD:**

Keyboarding Assignments (Lessons 1 – 25) & (Drills A – T)	=	20%
Numeric Keypad (Lessons 1 – 6)		
Tests (10 Timings)	=	80%
	=	<u>100%</u>

**Daily Assignments:**

- All lessons are to be completed and handed in as scheduled on the Tentative Lesson Plan.
- Lessons not completed during scheduled class hours should be completed in the lab before the next class meeting.
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**Deductions from Final Grade:**

**No LATE lessons** will be accepted and will result in a grade of 0 for the assignment.

\*You must complete 10 timings with a speed of 30 words per minute with 2 or less errors to pass this class.

## **ATTENDANCE POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM  
CONDUCT:**

**ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CELLULAR PHONES AND PAGERS/BEEPERS:** Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

**CLASS/LAB  
PROCEDURES:**

Keyboarding skills are required for all AOT Programs. Students can elect to take the AOT 100 class to fulfill this requirement or take a keyboarding test scheduled through the admissions process.

Students will be responsible for keying and submitting assigned work as outlined below using the attached Tentative Lesson Plan as a guide:

Keyboarding Pro Software/Textbook:

- 1 – 13 Alphabetic Keys
- 14 – 25 Numbers, Symbols, Proofreading  
Skill-builder exercises A-T
- 1 – 6 Numeric Keypad

Test/Timings (10)

- Weekly Timings
- One Minute with 2 or less errors.

**The Learning Center**, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at [www.sccsc.edu/resources/disabilities](http://www.sccsc.edu/resources/disabilities); or by visiting the office located in the East Building Room 30-B on the SCC Central

campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

**Program Director**

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**Program Department Chair**

Mrs. Karen Ravan  
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**Inclement Weather Schedule:**

- Check SCC Web Site: [www.sccsc.edu](http://www.sccsc.edu)
- Tune to Channel-7 local TV station
- Tune to an FM/AM local radio station

**COURSE OUTCOMES  
& OBJECTIVES:**

**Upon satisfactory completion of this course, the student will be able to:**

- I. Operate basic parts of the computer
  1. Use the keyboard, mouse, monitor and secondary storage devices to complete drills and exercises.
- II. Use keyboarding skills in operating the alphabetic and number keys by touch
  1. Familiarize and implement the use of the alphabetic and number keys emphasizing speed and accuracy.
- III. Use keyboarding skills in operating the punctuation / symbol keys by touch.
  1. Familiarize and implement the use of the punctuation and symbol keys emphasizing speed and accuracy.
- IV. Speed in preparation of documents.
  1. Type a minimum of 30 words or better with 2 or less errors in text.
  2. Provide practice in thinking and composing at the keyboard.