

Course Syllabus

Department : Office Systems
Course Title : Beginning Keyboarding
Section Name : POFT_1429
Start Date : 06/4/2012
End Date : 07/05/2012
Modality : ONLINE
Credits : 4

Instructor Information

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Course Description

Catalog Description:

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Prerequisite: none

Scans

(1, 2, 2, 4, 6, 8, 9)

Course Objectives

Learning Outcomes:

After completing this course, the student should be able to:

Learn the alphabet, numbers, and symbols on the keyboard.

Keyboard information quickly and accurately.

Develop skills in preparing business letters, manuscripts, and other business documents.

Develop a minimum speed of 35 wpm (25 nwpm).

Course Requirements:

Completion of alphabetic, numeric, and symbol lessons of the keyboard.

Completion of drills on letters, manuscripts, and other business documents.

Completion of drills on speed and accuracy.

Complete all lessons as indicated on assignment sheet.

Complete goals as indicated on course syllabus.

Academic Ethics:

You are expected to create, edit, format, and print your own assignments and take tests without other outside assistance. ALL WORK IS EXPECTED TO BE YOUR OWN. If unethical behavior is detected, all parties involved will be denied points for the project or exam.

Student Assistance: Reference manuals are available. Labs are available at the Odessa College LRC if you need assistance when your instructor is not available.

Course Competencies:

After completing this course, the student should be able to:

*Create documents following directions in manuals. (4)

*Demonstrate use of correct language art skills, grammar, and punctuation. (2)

Format/Transcribe documents. (6)

*Proofread documents.(2)

*Identify written information in instructions. (1, 6, 9)

*Use computer to process information. (6)

*Demonstrate ability to boot and exit a program on a computer. (1, 6, 9)

Complete centering problems, level 1. (1, 6, 9)

Key and format tables, level 1. (1, 6, 9)

Key and format manuscripts, reports, and employment documents, level 1. (1, 6, 8, 9)

Key and format memos and letters, level 1.(1, 6, 8, 9)

Produce documents in mailable form within a specified time frame. (1, 6, 8, 9)

*Demonstrate ability to keyboard a minimum of 35 wpm on a 5-minute timing with 5 or fewer errors. (6) (25 nwpm)

Attain an average grade of 80 percent on completion of the Cortez Peters program. (6)

Manage time and stay on schedule. (4)

Use and store materials. (4)

*Organize and maintain information. (6)

*Indicates integrated, core curriculum skills. (Math, Reading, Communication, Technological

Literacy and/or Critical Thinking)
 Assignments

<p>Unit 1 Drills in book tell you to type line 1x. That is not enough repetition. Please do them at least 3xs for each lesson (minimum). You can always do MORE. Lessons 1-5 ALL including Enrichment Unit 2 Lessons 6-10 ALL including Enrichment</p>	<p style="text-align: center;">Due June 11</p>
<p>Unit 3 Lessons 11-15 ALL including Enrichment Unit 4 Lessons 16-20 ALL including Enrichment Supplementary Lesson: Ten-Key Numeric Keypad and Enrichment</p>	<p style="text-align: center;">Due June 18</p>
<p>Word 2007 or 2010 will be launched when you click on the exercises that require a word processor. Be sure to edit these exercises in Word until you have no mistakes (or very few). The GDP software shows you your mistakes. Then you open them again and edit. You can go back into each exercise as many times as you need. Any assignment with 2 or fewer errors will be a 100. Errors over that will be 5 pts. each. Unit 5— Lessons 21-25 ALL Unit 6 Lesson 26—Correspondence 26-3 Lesson 27—Report 27-8, p. 70-71 Lesson 28—28-9, 28-11 Lesson 29—29-14 Lesson 30—30-19</p>	<p style="text-align: center;">Check Tegrity Video in Blackboard for “how to”.</p> <p style="text-align: center;">Due June 23</p>

<p>Unit 7 Lesson 31—Report 31-1 Lesson 32—Report 32-3 Lesson 33—Report 33-5, 33-6 Lesson 34—Report 34-7 Lesson 35—A-F only Unit 8 Lesson 36—Table 36-1, 36-4 Lesson 37—Table 37-5 Lesson 38—Table 38-8, 38-11 Lesson 39—Table 39-12 Lesson 40—OMIT</p> <p>TEST 2 (no there wasn't a test 1) Use your manual at the front of your book for formats. PROOFREAD CAREFULLY.</p>	<p style="text-align: center;">Unit 7-8 and TEST 2 Due June 29</p>
<p>Unit 9 Lesson 41—41-22 Lesson 42—42-27 Lesson 43—43-27, 43-29 Lesson 44—44-30 Lesson 45—45-34</p> <p>Unit 10 Lesson 46—Correspondence 46-13 Lesson 47—A-G Lesson 48—OMIT Lesson 49—49-19 Lesson 50—50-22, 50-23</p> <p>Final Exam—TEST 3 Use your manual at the front of your book for formats. PROOFREAD CAREFULLY.</p>	<p style="text-align: center;">All Due July 5 (you may complete the work early)</p>

Required Materials

Textbook: *Gregg College Keyboarding and Document Processing for Windows*, 11e (lessons 1-60), McGraw-Hill—ISBN 0-07-731943-5

Supplies: computer with internet capability and e-mail, Microsoft Word 2007 or 2010 software, software as noted with textbook

Must have a good/dependable internet connection.

Grading Policy

Grades are posted in Blackboard after I have graded them.

40%--Homework (Exercises and Drills)

30%--Timed Writings (average grade of best 3)

30%--Tests

Documents will be graded—After 2 errors there will be 5 points off for each error. PROOFREAD CAREFULLY.Go into the lesson and edit as many times as you NEED to.

The grading scale for timed writings are as follows:

20-24 nwpm D

25-29 nwpm C

30-34 nwpm B

35 and above A

NO LATE WORK ACCEPTED. NO MAKE-UP EXAMS GIVEN.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#) " service provide additional help.

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

You may also get help with Blackboard through the LRC. There are labs available there if you need to use them when the labs are closed in Sedate Hall.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

*Student are responsible for checking for changes frequently as this syllabus may be updated often, as needed.