INTRODUCTION TO KEYBOARDING SYLLABUS

COURSE DESCRIPTION
Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy. (1 Credit -- 2 Lab.)

COURSE FOCUS
Emphasis is on alphabet, number, and symbol keys by touch will be covered.

PREREQUISITES
None

TEXT AND REFERENCES
Purchase this textbook

COURSE EVALUATION AND GRADING CRITERIA

Drill Work Grade – 25%
This grade will be based on drill work completed – Lessons 1-24 plus selected drills covering numbers and symbols. Each Lesson will be graded on 100% of completion. (10% will be deducted for each omitted drill.) The drill grades will be averaged.

Timing Grade – 75%
This grade will be based on the average of the top three timing speeds of the 3-Minute Timings. Each of the timings must have contained 5 errors or less. The grade will be determined based on speed within error limit:

<table>
<thead>
<tr>
<th>Words per minute</th>
<th>90-100%</th>
<th>80-89%</th>
<th>70-79%</th>
<th>60-69%</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 - 39</td>
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<td>30 - 34</td>
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<td>25 - 29</td>
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<td>20 - 24</td>
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A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Below 60
To receive a grade (or CE certificate), you must complete all assignments as required.

NOTE
The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. Students are responsible for contacting the instructor and for seeking clarification of any requirement that is not understood.

STUDENT LEARNING OUTCOMES (from Texas Higher Education Coordinating Board/Workforce Education Course Manual required learning outcomes)

Demonstrate basic keyboarding techniques.

Upon completion of POFT 1127, the student will be able to
1. Demonstrate proper typing technique.
2. Demonstrate proper posture while keyboarding.
3. Key the alphabetic, numeric, and symbol keys by touch
4. Key a minimum of 25 wpm for 3 minutes with no more than 5 errors.

SCANS COMPETENCIES

The Business Office Systems and Support Department of Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies
Manage time
Use Technology

Foundation Skills
Demonstrate Basic Skills - reading and listening
Demonstrate Thinking Skills – Thinking logically, decision making, problem solving
Exhibit Personal Qualities – Responsibility, self-management, integrity

COMPLETION SCHEDULE
8-WEEK COURSE

<table>
<thead>
<tr>
<th>DAY</th>
<th>ASSIGNMENTS</th>
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</table>
| Week 1 | Lessons 1 – 3  
Review the assignment sheet. |
| Week 2 | Lessons 4 – 6  
Review the assignment sheet. |
| Week 3 | Lessons 7 – 9  
Review the assignment sheet. |
| Week 4 | Lessons 10 – 13  
Review the assignment sheet. |
| Week 5 | Lessons 14 – 17  
Review the assignment sheet. |
| Week 6 | Lessons 18 – 21  
Review the assignment sheet. |
| Week 7 | Lessons 22 – 24  
Selected Drills Lessons 25 – 26  
Review the assignment sheet. |
| Week 8 | Selected Drills – Lessons 27 – 28  
Selected Drills – Lessons 29 – 31  
Review the assignment sheet. |
COLLEGE POLICIES

Absences Due to Religious Observance
Students desiring to observe a religious holy day which will result in a class absence(s) must notify their instructor. Absences for observance of religious holy days are excused. The student is required to complete any assignments, turn in any work or take an examination within a reasonable time after the absence(s). Discuss the anticipated absence(s) with your instructor.

Academic Integrity
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Your enrollment indicates acceptance of the Dallas County Community Colleges Code of Student Conduct located in the Brookhaven College Catalog and the DCCCD Catalog.

Americans with Disabilities Policy Statement/Disabilities Act Compliance
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact your college Special Services Office in Room S-124 or call 972-860-4847 on the Brookhaven Campus.

Class Attendance
Students are expected to attend regularly all classes (classroom or online) in which they are enrolled. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. Instructors will not automatically drop students who have stopped attending class.

Dallas TeleCollege Website
Everything you need to know about the Dallas County Community Colleges and distance education can be found at the Dallas TeleCollege website: http://dallastelecollege.dcccd.edu

Facilities, Equipment, and Resources

Classroom Environment - Because students and staff appreciate a clean and safe environment, eating, drinking, and smoking are not allowed in our classrooms or lab. Our learning environment is open only to adult students, not to children.

Disclaimer - The Internet represents a new frontier in electronic “connectivity” and is used by many people for different purposes. Some material is offensive, explicit, and pornographic. While this material is certainly NOT a part of this class or endorsed in any way by Brookhaven College, you may accidentally come across it on your own.

Electronic Devices - To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned off in the classroom. No calls are to be received or sent in the classroom or in the Business Studies instructional lab (M129). Cell phones, pagers, etc., should be turned off before entering the Business Studies instructional lab. Only personal electronic devices being studied as part of the class will be allowed to be used in the classroom.

Equipment - Use of computers and equipment in M Building classrooms and lab are for the sole use of students enrolled in Brookhaven College courses.

Software License - As a student enrolled in a class, you are only authorized to use software required for completion of specific class assignments and tests. Because of Brookhaven College’s licensing agreement, you may not use this area for any other work, such as typing personal documents.

Instructor Communication
Communicate with your instructor in person, by phone or e-mail. Your instructor will provide information on ways to contact him/her and will provide the time of office hours, if applicable.

Internal Transfer
A credit student may transfer to non-credit status after the refund period and on or before the final drop date of the semester. No student will be permitted to transfer after that date. Please consult with your instructor if you wish to utilize this transfer process.
Receiving Your Grades
End-of-semester grades will not be mailed to you by the college. Specific instructions for obtaining your grades can be found at http://www.brookhavencollege.edu/grades.html or by visiting the advising center. OR to access your grades complete the following steps.

Internet Access to Grades
1. Go to the Dallas County Community College District website (http://www.dcccd.edu)
2. Click on eConnect and then select Current Credit Students Menu.
3. Under the heading, My eConnect Account, select Log In.
4. Enter your seven-digit student ID number (not your Social Security number).
5. Enter your password or, if this is your first time to use the system, enter your date of birth (for example, for April 25, 1987, enter 042587), then click on Submit.
6. Under the heading My Personal Information, select Check My Grades.
7. Select the term and grade type that you wish to review, then click on Submit.

Student Services
Go to http://brookhavencollege.edu/onlinesvcs/students, to learn about all the student services that are available.

Technical Requirements and Support
Online courses and some classroom courses require access to a computer, the Internet and e-mail. If you should have any technical difficulties, call 1-866-374-7169 or the eCampus Technical Support and Help Desk can be found at http://dallastelecollege.dcccd.edu/techSupport.html. Also alert the instructor concerning any technical problems.

Withdrawal/Drop Policy
If you are unable to complete this course, it is your responsibility for withdrawing yourself from the class. If you are unable to complete this course, you must withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date. Withdrawing from this course is a formal procedure which you must initiate. The instructor or the instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw, you will receive a performance grade, usually an “F”. Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor first.

Stop Before You Drop
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Students Receiving Financial Aid
If you are receiving Financial Aid grants or loans, you must show participation in this class prior to the certification date as indicated on the Registration Summary Receipt by e-mailing or contacting the instructor or by logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and/or failing grades may have adverse consequences. Phone: 972-860-4110.

Repeating This Course
Effective with the Fall 2005 Semester, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any Dallas County Community Colleges since the Fall 2002 Semester.