INTRODUCTION TO KEYBOARDING

POFT 1127.83448

Spring 2017 | 1 credit hour
(The instructor reserves the right to amend this syllabus as necessary.)

INSTRUCTOR’S NAME:    Ngoc Truong
OFFICE NUMBER:        A110 (ACCESS Office)
Adjunct Faculty College Center & Evening/
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OFFICE TELEPHONE:     972-238-6140 (Leave Message)
OFFICE HOURS:         By Appointment Only
E-MAIL ADDRESS:       ngoctruong@dcccd.edu
CLASS DATES:          March 20 – May 11, 2017
DROP DATE:            April 28, 2017

I.  COURSE DESCRIPTION
Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

II.  PREREQUISITE
None. This course is designed for those students who have not had any training in typing.

III.  COURSE MATERIALS
Keyboarding Short Course Access Code, by Barbara G. Ellsworth, Ellsworth Publishing Company. No textbook is required—just the code. See the “Getting Started” file on eCampus, in the Course Documents page or the Orientation/Getting Started page, for directions to purchase a code to access the Web-based program. Access code can also be purchased at the on-campus bookstore.

IV.  COURSE OBJECTIVES
Students must apply the basic skills of reading, writing, arithmetic, speaking and listening. Computer technology skills will be used for accomplishing specific tasks. Critical thinking, decision-making, and problem solving will be applied.

When you have successfully completed this course, you will be able to:

• Demonstrate correct keyboarding posture.
• Demonstrate correct computer keyboarding techniques of the alphabetic, numeric, and special character keys.
• Key for two minutes at a minimum rate of 30 words per minute with no more than two errors for three different timings.
• Proofread copy and identify errors.
• Correct errors on production assignments.
• Use correct spacing with punctuation.

V.  SCANS COMPETENCIES
Managing Resources—Manage time
• Manage your time and calendar to keep current with your course outline. The outline is designed to develop your keyboarding skills in a timely manner.
Demonstrating Basic Skills—Reading, Listening
• Read the directions in order to complete your assignments correctly.
• Listen intensely by contacting your instructor, taking a few notes, and asking questions if you do not understand the assignment.

Exhibiting Personal Qualities—Individual Responsibility; Self-Management
• It is your individual responsibility to turn in your assignments on time without being reminded; to study and be prepared for tests.

VI. COURSE EVALUATION
FINAL GRADE EVALUATION
400 points—Keyboard Assignments, Discussion Board and Technique Evaluation
400 points—Two-minute timed writing keystroking rate
200 points—Final Exam

Grading Scale:
- 1,000-900 points  A
- 899-800 points   B
- 799-700 points   C
- 699-600 points   D
- Below 600 points  F

TWO-MINUTE TIMED WRITING KEYSTROKING RATE:
Your grade will be based on both speed and accuracy. You are allowed two errors on a two-minute timed writing. The FINAL timed writing grade will be determined by “Keyboarding Online” once you have completed all lessons and created lessons. The maximum number of points earned is 400.

<table>
<thead>
<tr>
<th>WORDS A MINUTE*</th>
<th>POINTS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>400</td>
<td>A 100</td>
</tr>
<tr>
<td>34</td>
<td>392</td>
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<tr>
<td>33</td>
<td>384</td>
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<td>29</td>
<td>352</td>
<td>B 88</td>
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<td>28</td>
<td>344</td>
<td>86</td>
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<td>320</td>
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<td>24</td>
<td>312</td>
<td>C 78</td>
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<td>23</td>
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<td>272</td>
<td>D 68</td>
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<td>18</td>
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<td>66</td>
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<td>17</td>
<td>256</td>
<td>64</td>
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<tr>
<td>16</td>
<td>248</td>
<td>62</td>
</tr>
<tr>
<td>15</td>
<td>240</td>
<td>60</td>
</tr>
</tbody>
</table>

WHEN WORKING ON TIMED WRITINGS, KEEP YOUR EYES ON YOUR COPY.
VII. **HOLIDAYS**
All campus buildings will be closed and no wireless access available on campus. eCampus will still be available.

| Holiday       | April 14 |

VIII. **CLASSROOM POLICIES**
If you choose to use the BOSS classrooms or labs, Richland College policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Children are not permitted in the labs or classrooms at any time. No pagers, beepers, or telephones. **Please turn cell phones off when you are in the classroom and lab.**

IX. **INSTITUTION POLICIES**
Refer to the Richland College website: [https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/](https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/)

In order to be successful, students must attend and participate in enrolled courses.

**Academic Progress:** Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php) for more details.

X. **COURSE INSTRUCTIONS, ASSIGNMENTS, AND DUE DATES**
If you already have excellent keyboarding skills and want to test out of this class, please read the last page of the syllabus. If you are trying to enhance your keyboarding skills, continue reading the rest of this syllabus, which provides information on assignments and due dates for the class.

The Web-based keyboarding course entitled KEYBOARDING SHORT COURSE located at [www.keyboardingonline.com](http://www.keyboardingonline.com) will be used for this class. See the “Getting Started” file on eCampus, Course Documents page for directions to purchase a code and access the Web-based program.

Complete all lesson assignments, discussion board topics, technique evaluation, and timed writings listed below. Follow directions given on the Web-based online keyboarding program and on eCampus when completing these requirements.

The lessons are located on [Keyboarding Online](http://Keyboarding Online). Use this keyboarding software to complete all lessons.
WEEKLY ASSIGNMENTS AND DUE DATES

1. **LESSONS 1-18 (Weeks 1 – 4)**
   KEYBOARDING: THE ALPHABET
   Objectives for Lessons 1-18
   • Demonstrate correct keyboarding posture/techniques.
   • Key the alphabetic keyboard by touch.
   • Show the correct spacing after marks of punctuation.
   • Demonstrate the correct technique for using the shift keys, space bar, tab key, and enter/return keys.

   Complete the following lesson assignments, discussion board topics, technique evaluation, and timed writings on the keyboarding website as directed:
   
   o Log on to eCampus and review all materials posted Due Mar 27
   o Complete first discussion board topic (“Short Bio”) on eCampus Due Mar 27
   o Complete Lessons 1-6 in your keyboarding program Due Apr 3
   o Complete Lessons 7-12 in your keyboarding program Due Apr 10
   o Complete Lessons 13-18 in your keyboarding program Due Apr 17
   
   o After completing Lessons 1-18, complete the Technique Evaluation located on eCampus under Course Documents and e-mail it to your instructor. Due Apr 17

2. **CREATED LESSONS 1-10 (Weeks 5 – 7)**
   KEYBOARDING: NUMBERS AND SYMBOLS
   Objectives for Created Lessons 1-10
   • Speed goal: Key minimum of 20 words-a-minute with eyes on the copy.
   • Key the numeric keys by touch.
   • Key the symbols by touch.
   • Apply the correct spacing before and after symbols.

   Complete the following:
   
   o Complete Second Discussion Board Topic (“Mid-Term”) on eCampus Due Apr 24
   o Complete Created Lessons 1-5 in your keyboarding program Due Apr 24
   o Complete Created Lessons 6-10 in your keyboarding program Due May 1
   
   o After completing Created Lessons 1-10, complete the Technique Evaluation located on eCampus under Course Documents Due May 1

3. **SKILLBUILDING & TIMED WRITING** (Week 7)
   Continue to work in Keyboarding Online to catch up, if needed.

4. **FINAL EXAM** to be completed online on eCampus Due May 8

   Ten points will be deducted for all late work including assignments, timings, and final exam.
<table>
<thead>
<tr>
<th>THEORY TEST/ASSIGNMENTS/TIMED WRITINGS</th>
<th>MAX POINTS</th>
<th>YOUR POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboard Assignments, Discussion Board and Technique Evaluation</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>Lesson Assignments 360 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technique Evaluations 20 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion Boards 20 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two-Minute Timed Writing Keystroking Rate</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>This will be based on your performance in “Keyboarding Online”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>See the timed writing scale on page 2 of this document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,000</td>
<td></td>
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</tbody>
</table>
In order to test out of POFT 1127 the student has to have a minimum average speed of 30 wpm for two-minute timed writings with five or less errors. After the student proves the timed writing skill, then the student will complete the Technique Evaluation Form, Discussion Boards, and Final Exam. The test-out option will need to be completed within one week of the class start date, by March 27. If this option is not completed by March 27, the student will need to complete the course as assigned in the syllabus.

**PLEASE NOTIFY YOUR INSTRUCTOR IMMEDIATELY IF CHOOSING THIS OPTION.**

After notifying instructor, complete the following if you are attempting to test out:

1. Complete the following two-minute timed writings on the keyboarding website. Any timed writing with more than two errors will not be counted. If the top three timed writings average speed is 30 wpm, you are ready to proceed. If the average speed is less than 30 wpm, the class must be completed as assigned in the syllabus. (Only one timed writing from each lesson will be used to determine average speed.)
   - Lesson 17
   - Lesson 18
   - Created Lesson 10 (FIVE, 2-minute timed writings)

2. If the average timed writing speed is 30 wpm or higher, complete the following:
   - Technique Evaluation form on the Course Documents page of eCampus
   - Two discussion forums on the Discussion Board on eCampus
   - Final Exam on the Exams page of eCampus (the review for this final can be found on the Course Documents page of eCampus)

3. Contact the instructor at ngoctruong@dcccd.edu after completing the above.

The test-out option final grade will be based on the following:

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Timed Writings</td>
<td>500</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
<tr>
<td>Technique Evaluation and Discussion Board</td>
<td>300</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,000</td>
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The grade for the class will be posted on your academic record at the end of the semester.