

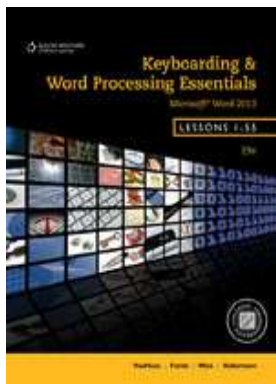


**INTRODUCTION TO
KEYBOARDING/BUSN 1100
COURSE SYLLABUS
HYBRID
Spring Semester 2016**

Semester: Spring 2016
Course Title: Introduction to Keyboarding
Course Number: BUSN 1100
Credit Hours/ Minutes: 3/3750
Class Location: Building 8, Room 8113
Class Meets: 9 a.m. – 10:15 a.m.
T&Th (60%) F2F and hybrid M&W (40%)
CRN: 40017

Instructor: Karen H. Mountain
Office Hours: (M) 2:30 – 7 p.m.; (T) 1:30 – 4 p.m.
(W) 2:30 – 5 p.m. (Th) 1 -1:30 p.m.
Office Location: Building 2, Room 8111
Email: kmountain@southeasterntech.edu
Phone: 478-289-2220
Fax Number: 478-248-6336
Preferred Method of Contact: Blackboard Mail

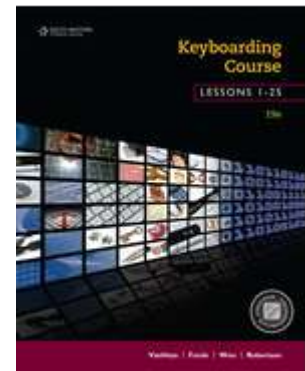
This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student’s convenience with respect to the instructor’s requirements.



REQUIRED TEXT: Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2013: College Keyboarding, 19e Edition bundle with Keyboarding Pro DELUXE Online Printed Access Card: 6-Month Instant Access. South-Western Cengage Learning. VanHuss, Forde, Woo, Robertson. ISBN-13:978-1-285-57632-9.

STUDENTS THAT WILL NOT BE TAKING BUSN 1440: Keyboarding Course, Lessons 1–25: Microsoft Word 2013, 18th Edition. South-Western Cengage Learning, VanHuss, Forde,

Woo, ISBN-13: 978-0-538-49539-4.



REQUIRED SUPPLIES & SOFTWARE: Supplies to include pencils, pens, paper, highlighter, and notebooks.

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither BLACKBOARD nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.

COURSE DESCRIPTION: This course introduces the touch system of keyboarding placing

emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

MAJOR COURSE COMPETENCIES: Topics include: Computer hardware, software, and file management, learning the alphabetic keyboard, learning the numeric keypad and symbols, building speed and accuracy, and building proofreading skills.

PREREQUISITE(S): None

COURSE OUTLINE:

1. Computer Hardware, Software, and File Management
2. Learning the Alphabetic Keyboard
3. Learning the Numeric Keypad and Symbols
4. Building Speed and Accuracy
5. Building Proofreading Skills

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Hybrid): Assignments must be completed on the specified date. All work must be turned in at the end of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Students will set up their profile in Keyboarding Pro Deluxe in their “P” drive where all assignments will be saved.

Class attendance is a very important aspect of a student’s success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments will be given during the semester. **No makeups are allowed for unannounced quizzes/assignments.** A grade of zero will be given for all missed unannounced quizzes/assignments. Students will set up their profile in Keyboarding Pro Deluxe in their “P” drive where all assignments will be saved. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with

the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 --
Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES: Assignments must be completed on the specified date. All work must be turned in at the end of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. **Failure to take the final exam on the scheduled day will result in a grade of zero for the exam.**

Students are expected to attend class. Unannounced quizzes/assignments will be given during the semester. **No makeups are allowed for unannounced quizzes/assignments.** A grade of zero will be given for all missed unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program

advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Assignments (including lesson report)	30%
Timed Writing (3-minute)	40%
Unannounced quizzes/assignments	10%
Final	20%

GRADING SCALE

A: 90-100	D: 60-69
B: 80-89	F: 0-59
C: 70-79	

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

**BUSN 1100-INTRODUCTION TO KEYBOARDING
 SPRING SEMESTER 2016—LESSON PLAN**

This Lesson Plan is Subject to Change

*****This course is a hybrid course. Approximately 60 percent of the assignments will be completed in the classroom. Approximately 40 percent of the assignments will be completed outside of the classroom using Keyboarding Pro Deluxe Online software. Daily assignments are listed below. Assignments that are not completed during the scheduled class time will be completed by the student outside of the classroom. This will be the hybrid portion of this course. Students must work outside of the scheduled class time in order to complete the assignments listed below. Due dates are also listed below.*****

Date	Chapter / Lesson	Content	Assignments Tests Due Dates	*Competency Area **General Education Competency
Week 1				
Tues Jan 12	Keyboarding Pro Deluxe	Course Introduction: Course Syllabus, Policies/Procedures for Lab, Timed Writing Requirements File Management	Set-up Keyboarding Pro Deluxe Student Accounts -Warm-up and Pretest Page 2	*1,2
		File Management Keyboarding Pro Deluxe	Review File Management Warm-up and Pretest Page 2	*2, 4
Thurs Jan 14	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 1: Home Row, Space Bar, Enter, I Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 1 -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 2: E and N Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 2 -Timed Writings	*2,4
Week 2				
Mon. Jan 18	Martin Luther King, Jr. Holiday – No Classes			
Tues Jan 19	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 3: Review Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 3 -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 4: Left Shift, H, T, Period Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 4 -Timed Writings	*2,4
Thurs Jan 21	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 5: R, Right Shift, C, O Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 5 -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 6: W, Comma, B, P Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 6 -Timed Writing	*2,4

Week 3				
Tues Jan 26	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 7: Review Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 7 -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 8: G, Question Mark, X, U Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 8 -Timed Writings	*2,4
Thurs Jan 28	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 9: Q, M, V, Apostrophe Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 9 -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 10: Z, Y, Quotation Mark, Tab Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 10 -Timed Writings	*2,4
Week 4				
Tues Feb 2	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 11: Review Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 11 -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 12: Review Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 12 -Timed Writings	*2,4
Thurs Feb 4	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 13: Review Hybrid: Complete Outside of Class	Module 1: -Complete Lesson 13 -Timed Writings	*2,4
		Skill Builder 1 Hybrid: Complete Outside of Class	-Complete Drill 1a, 1b, 1c, Drill 2,3,4,5,6 Pages 37-39	*2,4
Week 5				
Tues Feb 9	Keyboarding Pro Deluxe	Skill Builder 1	-Complete Drill 1a, 1b, 1c, Drill 2,3,4,5,6 Pages 37-39 SKILL BUILDING 1 REPORT DUE TO INSTRUCTOR BY THE END OF CLASS	*2,4
		Module 2: Figure and Symbol Keys Lesson 14: 1 and 8 Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 14 -Timed Writings	*3,4
Thurs Feb 11	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 15: 5 and 0 Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 15 -Timed Writings	*3,4
		Module 2: Figure and Symbol Keys Lesson 16: 2 and 7 Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 16 -Timed Writings	*3,4
Week 6				
Tues Feb 16	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 17: 4 and 9 Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 17 -Timed Writings	*3,4

		Module 2: Figure and Symbol Keys Lesson 18: 3 and 6 Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 18 -Timed Writings	*3,4
Thurs Feb 18	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 19: \$, hyphen, number expression Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 19 -Timed Writings	*3,4
		Module 2: Figure and Symbol Keys Lesson 20: # and / Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 20 -Timed Writings	*3,4
Week 7				
Tues Feb 23	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 21: % and ! Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 21 -Timed Writings	*3,4
		Module 2: Figure and Symbol Keys Lesson 22: () and Backspace Key Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 22 -Timed Writings	*3,4
Thurs Feb 25	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 23: &, colon, and proofreader's marks Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 23 -Timed Writings	*3,4
		Module 2: Figure and Symbol Keys Lesson 24: Other Symbols Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 24 -Timed Writings	*3,4
Week 8				
Tues Mar 1	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 25: Assessment Hybrid: Complete Outside of Class	Module 2: -Complete Lesson 25 -Timed Writings	*3,4
		Skill Builder 2	Skill Building Drills 8,9,10 on Page 68 SUMMARY REPORT (LESSONS 1-25) DUE TO INSTRUCTOR BY THE END OF CLASS	*4
Thurs Mar 3	Keyboarding Pro Deluxe	Skill Builder 2 Mid-Term	Complete Skill Building Drills 8,9,10 on Page 68 SKILL BUILDING 2 REPORT DUE TO INSTRUCTOR BY THE END OF CLASS	*4
		Skill Builder 2 Hybrid: Complete Outside of Class	Timed Writing Practice -Complete Writing 8, 9, 10, 11, 12, 13, 14, & 15	*4
Week 9				
Tues Mar 8	Keyboarding Pro Deluxe	Skill Builder 2 Hybrid: Complete Outside of Class	Timed Writing Practice -Complete Writing 8, 9, 10, 11, 12, 13, 14, & 15	*4

Thurs Mar 10	Keyboarding Pro Deluxe	Skill Builder 2	Timed Writing Practice -Complete Writing 16, 17, 18, 19, 20, 21 & 22 TIMED WRITING REPORT DUE TO INSTRUCTOR BY THE END OF CLASS	*4
		Skill Builder 3 Accuracy & Speed	Lesson A & B	*4
Week 10				
Tues Mar 15	Keyboarding Pro Deluxe	Skill Builder 3 Accuracy & Speed Hybrid: Complete Outside of Class	Lesson C & D	*4
		Skill Builder 3 Accuracy & Speed Hybrid: Complete Outside of Class	Lesson E & F	*4
Thurs Mar 17	Keyboarding Pro Deluxe	Skill Builder 3 Accuracy & Speed Hybrid: Complete Outside of Class	Lesson G & H	*4
		Skill Builder 3 Accuracy & Speed Hybrid: Complete Outside of Class	Lesson I & J	*4
Week 11				
Tues Mar 22	Keyboarding Pro Deluxe	Skill Builder 3 Accuracy & Speed Hybrid: Complete Outside of Class	Lesson K & L	*4
		Skill Builder 3 Accuracy & Speed Hybrid: Complete Outside of Class	Lessons M & N	*4
Thurs Mar 24	Keyboarding Pro Deluxe	Skill Builder 3 Accuracy & Speed Hybrid: Complete Outside of Class	Lessons O & P	*4
		Skill Builder 3 Accuracy & Speed Hybrid: Complete Outside of Class	Lessons Q & R	*4
Mon Mar 28 - Thurs Mar 31	Spring Break – No Classes			
Week 12				
Tues Apr 5	Keyboarding Pro Deluxe	Skill Builder 3 Accuracy & Speed Hybrid: Complete Outside of Class	Lessons S & T	*4
		Numeric Keypad -4, 5, 6, 0 -7, 8, 9 Hybrid: Complete Outside of Class	Complete Drill 1 Complete Drill 2	*3,4

Thurs Apr 7	Keyboarding Pro Deluxe	Numeric Keypad -1, 2, 3 -Decimal -Review Hybrid: Complete Outside of Class	Complete Drill 3 Complete Drill 4	*3,4
		Numeric Keypad -Decimal -Review	Complete Drill 5 SKILL BUILDING 3 REPORT DUE TO INSTRUCTOR BY END OF CLASS NUMERIC KEYPAD DRILLS DUE TO INSTRUCTOR BY END OF CLASS	*3,4
Week 13				
Tues Apr 12	Keyboarding Pro Deluxe	Word Processing Hybrid: Complete Outside of Class	Review the Word Processor on page 86 and Word 2013 Complete Drills 4,5,7,8,9,10	*4
Thurs Apr 14	Keyboarding Pro Deluxe	Word Processing Timed Writing Practice Hybrid: Complete Outside of Class	Review the Word Processor Continue to Complete Drills 4,5,7,8,9,10	*4
		Word Processing Hybrid: Complete Outside of Class	Review the Word Processor Continue to Complete Drills 4,5,7,8,9,10	*4
Week 14				
Tues Apr 19	Keyboarding Pro Deluxe	Proofreading Skills Timed Writing Practice Hybrid: Complete Outside of Class	Review Proofreading Skill Guidelines on page 99 Complete Proofreading Skills: Drills 12, 13, 14, 15, 16, 17, & 18	*4
Thurs Apr 21	Keyboarding Pro Deluxe	Proofreading Skills Timed Writing Practice	Continue to Complete Proofreading Skills: Drills 12, 13, 14, 15, 16, 17, & 18 WORD PROCESSING AND PROOFREADING DRILLS DUE TO INSTRUCTOR BY THE END OF CLASS	*4
Week 15				
Tues Apr 26	Keyboarding Pro Deluxe	Review	Review for Final Exam	*4
Thurs Apr 28	Keyboarding Pro Deluxe	FINAL EXAM Last Day of Class	FINAL EXAM LESSONS 1-25 FINAL TIMED WRITINGS DUE TO INSTRUCTOR BY THE END OF CLASS	*1-5

***BUSN 1100 Course Competencies:**

- (1) Computer Hardware, Software, and File Management
- (2) Learning the Alphabetic Keyboard
- (3) Learning the Numeric Keypad and Symbols
- (4) Building Speed and Accuracy
- (5) Building Proofreading Skills

****General Education Competencies:**

- (a) The ability to utilize standard written English.
- (b) The ability to solve practical mathematical problems.
- (c) The ability to read, analyze, and interpret information.

BUSN 1100-INTRODUCTION TO KEYBOARDING

Straight Copy Speed and Accuracy Scoring Table

The timed writings must be completed in the classroom with the instructor present. Final straight copy keyboarding skill achieved in BUSN 1100 accounts for 40% of the final course grade. The speed and accuracy score will be based on the best three, 3-minute timed writings. The tables below show the standard for final speed and accuracy grades. To establish final grades, speed will be counted twice and accuracy will be counted once. **Note: STUDENTS MUST ACHIEVE THE MINIMUM KEYING SPEED OF 25 GWAM WITH 3 OR LESS ERRORS TO EXIT THE COURSE.**

SPEED SCORING TABLE

<u>Gross Words</u>	<u>Score</u>
25	80
26	81
27	82
28	83
29	84
30	85
31	86
32	87
33	88
34	89
35	90
36	91
37	92
38	93
39	94
40	95
41	96
42	97
43	98
44	99
45+	100

ACCURACY SCORING TABLE

<u>Grade</u>	<u>Errors</u>
100	0
90	1
80	2
70	3

GRADING SCALE FOR MODULE ASSIGNMENTS AND TESTS

- Any missing assignments will be assigned a grade of zero. No exceptions.

BUSN 1100—Introduction to Keyboarding—Document Sheet

Module 1— Alphabetic Keys

- ___ Lesson 1
- ___ Lesson 2
- ___ Lesson 3
- ___ Lesson 4
- ___ Lesson 5
- ___ Lesson 6
- ___ Lesson 7
- ___ Lesson 8
- ___ Lesson 9
- ___ Lesson 10
- ___ Lesson 11
- ___ Lesson 12
- ___ Lesson 13

Module 2— Figure and Symbol Keys

- ___ Lesson 14
- ___ Lesson 15
- ___ Lesson 16
- ___ Lesson 17
- ___ Lesson 18
- ___ Lesson 19
- ___ Lesson 20
- ___ Lesson 21
- ___ Lesson 22
- ___ Lesson 23
- ___ Lesson 24
- ___ Lesson 25

___ ***Average of Lessons 1-25***

- ___ Skill Builder 1
- ___ Skill Builder 2
- ___ Skill Builder 3

___ ***Average of Skill Builders
1, 2, & 3***

___ ***Numeric Keypad***

___ ***Word Processing***

___ ***Proofreading Skills***

___ ***Average of Lessons &
Assignments***

Timed Writings

Timed Writings (Best three)/Grade

#1 _____/_____

#2 _____/_____

#3 _____/_____

___ ***Average of Timed Writings***

Unannounced Quizzes/Assignments

___	___	___
___	___	___
___	___	___
___	___	___
___	___	___

___ ***Final Exam***

___ ***Assignments (Lesson Report, Skill Builders,
Proofreading) - 30%***

___ ***Unannounced quizzes/assignments - 10%***

___ ***Timed Writings - 40%***

___ ***Final Exam - 20%***

___ ***Grade***