



BUSN 1100 INTRODUCTION TO KEYBOARDING

COURSE SYLLABUS

Hybrid

Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/3750

Class Location: Room 806 Gillis Medical Building

Class Meets: 8:00 a.m. – 9:15 a.m. Monday and Wednesday (60% Face to Face/40% Hybrid)

Course Reference Number (CRN): 40019

Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Linda Whitfield

Office Location: 804 Gillis Medical Building

Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday

Email Address: [Linda Whitfield \(lwhitfield@southeasterntech.edu\)](mailto:Linda_Whitfield@southeasterntech.edu)

Phone: 912-538-3158

Fax Number: 912-538-3106

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.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Keyboarding Course Lessons 1–25 20th Edition bundle with Keyboarding in SAM (Skills Assessment Manager) key code. South-Western Cengage Learning, Vanhuss; Forde; Woo; Robertson, ISBN-13: 978-1-337-37100-1.



REQUIRED SUPPLIES & SOFTWARE

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (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 take an online 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

Southeastern Technical College 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 beginning 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 tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!**

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course

syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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 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 (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Assignments must be completed on the specified date. All work must be turned in at the beginning 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 tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA 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.

GRADING POLICY

Assessment/Assignment	Percentage
Assignments (Including Lesson Report)	40%
Timed Writings (3 minute)	40%
Final Exam	20%
Total	100%

GRADING SCALE

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

BUSN 1100 Introduction to Keyboarding

Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday January 8	Keyboarding in SAM	Course Syllabus, Policies/Procedures for Lab, Timed Writing Requirements File Management Keyboarding in SAM	In Class— -Review File Management -Set up SAM Keyboarding Student Accounts	
Wednesday January 10	Keyboarding in SAM	Module 1: Alphabetic Keys Lesson 1: Home Row, Space Bar, Enter, I Lesson 2: E and N	In Class - Module 1: -Complete Lesson 1 -Timed Writings Hybrid - Module 1: -Complete Lesson 2 -Timed Writings	2, 4 a,b,c
Monday January 15		HOLIDAY NO CLASS		
Wednesday January 17	Keyboarding in SAM	Module 1: Alphabetic Keys Lesson 3: Review Lesson 4: Left Shift, H, T, Period	In Class - Module 1: -Complete Lesson 3 Hybrid - Module 1: -Complete Lesson 4	2,4 a,b,c
Monday January 22	Keyboarding in SAM	Module 1: Alphabetic Keys Lesson 5: R, Right Shift, C, O Lesson 6: W, Comma, B, P	In Class - Module 1: -Complete Lesson 5 Hybrid - Module 1: -Complete Lesson 6	2,4 a,b,c
Wednesday January 24	Keyboarding in SAM	Module 1: Alphabetic Keys Lesson 7: Review Lesson 8: G, Question Mark, X, U	In Class - Module 1: -Complete Lesson 7 Hybrid - Module 1: -Complete Lesson 8	2,4 a,b,c
Monday January 29	Keyboarding in SAM	Module 1: Alphabetic Keys Lesson 9: Q, M, V, Apostrophe Lesson 10: Z, Y, Quotation Mark, Tab	In Class - Module 1: -Complete Lesson 9 Hybrid - Module 1: -Complete Lesson 10	2,4 a,b,c
Wednesday January 31	Keyboarding in SAM	Module 1: Alphabetic Keys Lesson 11: Review Lesson 12: Review	In Class - Module 1: -Complete Lesson 11 Hybrid - Module 1: -Complete Lesson 12	2,4 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday February 5	Keyboarding in SAM	Module 1: Alphabetic Keys Lesson 13: Review Skill Building 1: Technique Builder	In Class - Module 1: -Complete Lesson 13 Hybrid - Module 1: -Skill Building 1: Technique Builder in SAM Lessons 1a – 7 Pages 1-35 – 1-37	1,2,3,4 a,b,c
Wednesday February 7	Keyboarding in SAM	Skill Building 1: Technique Builder	In Class – Skill Building 1: Technique Builder in SAM SKILL BUILDING 1 DUE TO THE INSTRUCTOR BY THE END OF CLASS	1,2,3,4 a,b,c
Monday February 12	Keyboarding in SAM	Module 2: Figure and Symbol Keys Lesson 14: 1 and 8 Lesson 15: 5 and 0	In Class - Module 2: -Complete Lesson 14 Hybrid - Module 2: -Complete Lesson 15	2,4 a,b,c
Wednesday February 14	Keyboarding in SAM	Module 2: Figure and Symbol Keys Lesson 16: 2 and 7 Lesson 17: 4 and 9	In Class - Module 2: -Complete Lesson 16 Hybrid - Module 2: -Complete Lesson 17	2,4 a,b,c
Monday February 19	Keyboarding in SAM	Module 2: Figure and Symbol Keys Lesson 18: 3 and 6 Lesson 19: \$, hyphen, number expression	In Class - Module 2: -Complete Lesson 18 Hybrid - Module 2: -Complete Lesson 19	2,4 a,b,c
Wednesday February 21	Keyboarding in SAM	Module 2: Figure and Symbol Keys Lesson 20: # and / Lesson 21: % and !	In Class - Module 2: -Complete Lesson 20 Hybrid – Module 2: -Complete Lesson 21	2,4 a,b,c
Monday February 26	Keyboarding in SAM	Module 2: Figure and Symbol Keys Lesson 22: () and Backspace Key Lesson 23: &, colon, and proofreader's marks	In Class - Module 2: -Complete Lesson 22 Hybrid - Module 2: -Complete Lesson 23	2,4 a,b,c
Wednesday February 28	Keyboarding in SAM	Module 2: Figure and Symbol Keys Lesson 24: Other Symbols Lesson 25: Assessment	In Class - Module 2: -Complete Lesson 24 Hybrid - Module 2: -Complete Lesson 25	2,4 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday March 5	Keyboarding in SAM	Skill Building 2: Technique Builder Timed Writing Practice	In Class – Skill Building 2: Technique Builder in SAM Lessons 8 and 10 Page 1-66 SKILL BUILDING 2 DUE TO THE INSTRUCTOR BY THE END OF CLASS LESSONS 1-25 DUE TO THE INSTRUCTOR BY THE END OF CLASS	1,2,3,4 a,b,c
Wednesday March 7	Keyboarding in SAM	Timed Writings	In Class - Timed Writing Practice Timed Writings 8 – 21 in SAM Hybrid – Continue working on Timed Writing Practice	1,2,3,4 a,b,c
Monday March 12	Keyboarding in SAM	Timed Writings	In Class - Timed Writing Practice Timed Writings 8 – 21 in SAM Hybrid – Continue working on Timed Writing Practice TIMED WRITING PRACTICE DUE TO THE INSTRUCTOR BY THE END OF CLASS	1,2,3,4 a,b,c
Wednesday March 14	Keyboarding in SAM	Skill Building 3: Technique Builder Timed Writing Practice	In Class – Skill Building 3: Technique Builder in SAM Lessons 11, 12, 13, and 14 SKILL BUILDING 3 DUE TO THE INSTRUCTOR BY THE END OF CLASS	1,2,3,4 a,b,c
Monday March 19	Keyboarding in SAM	Reference Guide Timed Writing Practice	In Class - Lecture on Reference Guide Pages REF 11 – REF 15 Hybrid – Study Handout	1,2,3,4,5 a,b,c
Wednesday March 21	Keyboarding in SAM	Numeric Keypad Timed Writing Practice	In Class – Numeric Keypad Drills Hybrid – Continue Numeric Keypad Drills	1,2,3,4,5 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday March 26	Keyboarding in SAM	Numeric Keypad Timed Writing Practice	In Class – Numeric Keypad Drills Hybrid – Continue Numeric Keypad Drills	1,2,3,4,5 a,b,c
Wednesday March 28	Keyboarding in SAM	Skill Building Lessons Accuracy and Speed Timed Writing Practice	In Class - Lesson A: Accuracy Emphasis Lesson A: Speed Emphasis Hybrid – Lesson B: Accuracy Emphasis Lesson B: Speed Emphasis Lesson C: Accuracy Emphasis Lesson C: Speed Emphasis NUMERIC KEYPAD DRILLS DUE TO THE INSTRUCTOR BY THE END OF CLASS	1,2,3,4,5 a,b,c
Monday April 2		SPRING BREAK NO CLASS		
Wednesday April 4		SPRING BREAK NO CLASS		
Monday April 9	Keyboarding in SAM	Skill Building Lessons Accuracy and Speed Timed Writing Practice	In Class - Lesson D: Accuracy Emphasis Lesson D: Speed Emphasis Hybrid – Lesson E: Accuracy Emphasis Lesson E: Speed Emphasis Lesson F: Accuracy Emphasis Lesson F: Speed Emphasis	1,2,3,4,5 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wednesday April 11	Keyboarding in SAM	Skill Building Lessons Accuracy and Speed Timed Writing Practice	In Class - Lesson G: Accuracy Emphasis Lesson G: Speed Emphasis Hybrid – Lesson H: Accuracy Emphasis Lesson H: Speed Emphasis Lesson I: Accuracy Emphasis Lesson I: Speed Emphasis	1,2,3,4,5 a,b,c
Monday April 16	Keyboarding in SAM	Skill Building Lessons Accuracy and Speed Timed Writing Practice	In Class - Lesson J: Accuracy Emphasis Lesson J: Speed Emphasis Hybrid – Lesson K: Accuracy Emphasis Lesson K: Speed Emphasis Lesson L: Accuracy Emphasis Lesson L: Speed Emphasis	1,2,3,4,5 a,b,c
Wednesday April 18	Keyboarding in SAM	Skill Building Lessons Accuracy and Speed Timed Writing Practice	In Class - Lesson M: Accuracy Emphasis Lesson M: Speed Emphasis Hybrid – Lesson N: Accuracy Emphasis Lesson N: Speed Emphasis Lesson O: Accuracy Emphasis Lesson O: Speed Emphasis	1,2,3,4,5 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday April 23	Keyboarding in SAM	Skill Building Lessons Accuracy and Speed Timed Writing Practice	In Class - Lesson P: Accuracy Emphasis Lesson P: Speed Emphasis Hybrid – Lesson Q: Accuracy Emphasis Lesson Q: Speed Emphasis Lesson R: Accuracy Emphasis Lesson R: Speed Emphasis	1,2,3,4,5 a,b,c
Wednesday April 25	Keyboarding in SAM	Skill Building Lessons Accuracy and Speed Timed Writing Practice	In Class - Lesson S: Accuracy Emphasis Lesson S: Speed Emphasis Hybrid – Lesson T: Accuracy Emphasis Lesson T: Speed Emphasis SKILL BUILDING LESSONS SPEED AND ACCURACY A – T DUE TO THE INSTRUCTOR BY THE END OF CLASS FINAL TIMED WRITINGS DUE TO THE INSTRUCTOR BY THE END OF CLASS	1,2,3,4,5 a,b,c
Monday April 30	Keyboarding in SAM	Final Exam	In Class – Final Exam	

COMPETENCY AREAS:

- (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 CORE EDUCATIONAL 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>Errors</u>	<u>Score</u>
0	100
1	90
2	80
3	70

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**

_____ **Average of Lessons & Assignments**

Timed Writings

Timed Writings (Best three)/Grade

#1 _____/_____

#2 _____/_____

#3 _____/_____

_____ **Average of Timed Writings**

_____ **Final Exam**

_____ **Assignments (Lesson Report, Skill Builders, Proofreading) - 40%**

_____ **Timed Writings - 40%**

_____ **Final Exam – 20%**

_____ **Grade**

