



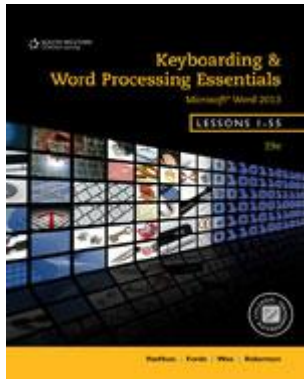
# INTRODUCTION TO KEYBOARDING/BUSN 1100 COURSE SYLLABUS HYBRID Spring Semester 2016

Semester: Spring 2016  
Course Title: Introduction to Keyboarding  
Course Number: BUSN 1100  
Credit Hours/ Minutes: 3 / 3750  
Class Location: Room 806, Gillis Medical Building  
Class Meets: 8:00 a.m. – 8:45 a.m. / M - Th//72% in class and 28% online  
CRN: 40022

Instructor: Linda Whitfield  
Office Hours: 2:00 p.m. – 4:30 p.m., M - Th  
Office Location: Room 804, Gillis Medical Building  
Email Address: lwhitfield@southeasterntech.edu\*  
\*This is my preferred method of contact.  
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.**



**REQUIRED TEXT:** Students that will be taking BUSN 1440: Keyboarding and Word Processing, 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, 19<sup>th</sup> Edition. South-

Western Cengage Learning, VanHuss, Forde, Woo, Edition bundle with **Keyboarding Pro DELUXE Online Printed Access Card: 6-Month Instant Access.** ISBN-13: 978-1-285-57870-5.



**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 must 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:** 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.

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. When applicable, students are required to save all assignments in the My Files (P) folder. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

**ATTENDANCE GUIDELINES:** 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 also 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 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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 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 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](http://www.southeasterntech.edu).

**GRADING POLICY**

Assignments (including lesson report)	30%
Timed Writing (3-minute)	40%
Unannounced quizzes/assignments	10%
Final Exam	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 72 percent of the assignments will be completed in the classroom. Approximately 28 percent of the assignments will be completed outside of the classroom using Keyboarding Pro 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.\*\*\***

<b>Date</b>	<b>Chapter / Lesson</b>	<b>Content</b>	<b>Assignments Tests Due Dates</b>	<b>*Competency Area **General Education Competency</b>
Mon Jan 11	Keyboarding Pro Deluxe	<b>Course Introduction:</b> Course Syllabus, Policies/Procedures for Lab, Timed Writing Requirements File Management	Set-up Keyboarding Pro Deluxe Student Accounts -Warm-up and Pretest Page 3	*1,2 **3
Tues Jan 12	Keyboarding Pro Deluxe	File Management Keyboarding Pro Deluxe	Review File Management Set-up Keyboarding Pro Deluxe Student Accounts Warm-up and Pretest Page 3	*2, 4 **3
Wed Jan 13	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 1: Home Row, Space Bar, Enter, I <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 1 -Timed Writings	*2,4 **3
Thur Jan 14	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 2: E and N <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 2 -Timed Writings	*2,4 **3
Mon Jan 18	<b>HOLIDAY NO CLASS</b>			
Tues Jan 19	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 3: Review <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 3 -Timed Writings	*2,4 **3
Wed Jan 20	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 4: Left Shift, H, T, Period <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 4 -Timed Writings	*2,4 **3
Thur Jan 21	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 5: R, Right Shift, C, O <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 5 -Timed Writings	*2,4 **3
Mon Jan 25	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 6: W, Comma, B, P	Module 1: -Complete Lesson 6	*2,4 **3

		<b>Hybrid: Complete Outside of Class</b>	-Timed Writing	
Tues Jan 26	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 7: Review <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 7 -Timed Writings	*2,4 **3
Wed Jan 27	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 8: G, Question Mark, X, U <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 8 -Timed Writings	*2,4 **3
Thur Jan 28	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 9: Q, M, V, Apostrophe <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 9 -Timed Writings	*2,4 **3
Mon Feb 1	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 10: Z, Y, Quotation Mark, Tab <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 10 -Timed Writings	*2,4 **3
Tues Feb 2	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 11: Review <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 11 -Timed Writings	*2,4 **3
Wed Feb 3	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 12: Review <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 12 -Timed Writings	*2,4 **3
Thur Feb 4	Keyboarding Pro Deluxe	<b>Module 1: Alphabetic Keys</b> Lesson 13: Review <b>Hybrid: Complete Outside of Class</b>	Module 1: -Complete Lesson 13 -Timed Writings	*2,4 **3
Mon Feb 8	Keyboarding Pro Deluxe	Skill Builder 1 <b>Hybrid: Complete Outside of Class</b>	-Complete Drill 1a, 1b, 1c, Drill 2,3,4,5,6 Pages 37-39	*2,4 **3
Tues Feb 9	Keyboarding Pro Deluxe	Skill Builder 1	-Complete Drill 1a, 1b, 1c, Drill 2,3,4,5,6 Pages 37-39 <b>SKILL BUILDING 1 REPORT DUE TO INSTRUCTOR BY THE END OF CLASS</b>	*2,4 **3
Wed Feb 10	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 14: 1 and 8 <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 14 -Timed Writings	*3,4 **3
Thur Feb 11	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 15: 5 and 0 <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 15 -Timed Writings	*3,4 **3
Mon Feb 15	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 16: 2 and 7 <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 16 -Timed Writings	*3,4 **3



Tues Feb 16	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 17: 4 and 9 <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 17 -Timed Writings	*3,4 **3
Wed Feb 17	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 18: 3 and 6 <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 18 -Timed Writings	*3,4 **3
Thur Feb 18	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 19: \$, hyphen, number expression <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 19 -Timed Writings	*3,4 **3
Mon Feb 22	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 20: # and / <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 20 -Timed Writings	*3,4 **3
Tues Feb 23	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 21: % and ! <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 21 -Timed Writings	*3,4 **3
Wed Feb 24	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 22: ( ) and Backspace Key <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 22 -Timed Writings	*3,4 **3
Thur Feb 25	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 23: &, colon, and proofreader's marks <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 23 -Timed Writings	*3,4 **3
Mon Feb 29	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 24: Other Symbols <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 24 -Timed Writings	*3,4 **3
Tues Mar 1	Keyboarding Pro Deluxe	<b>Module 2: Figure and Symbol Keys</b> Lesson 25: Assessment <b>Hybrid: Complete Outside of Class</b>	Module 2: -Complete Lesson 25 -Timed Writings	*3,4 **3
Wed Mar 2	Keyboarding Pro Deluxe	<b>Skill Builder 2</b>	<b>SUMMARY REPORT (LESSONS 1-25) DUE TO INSTRUCTOR BY THE END OF CLASS</b>	*4 **1,2,3
Thur Mar 3	Keyboarding Pro Deluxe	<b>Skill Builder 2</b>	Complete Skill Building Drills 8,9,10 on Page 68 <b>SKILL BUILDING 2 REPORT DUE TO INSTRUCTOR BY THE END OF CLASS</b>	*4 **1,2,3
Mon Mar 7	Keyboarding Pro Deluxe	<b>Skill Builder 2</b> <b>Hybrid: Complete Outside of Class</b> <b>Semester Mid-Term</b>	Timed Writing Practice -Complete Writing 8, 9, 10, 11, 12, 13, 14, & 15	*4 **1,2,3
Tues Mar 8	Keyboarding Pro Deluxe	<b>Skill Builder 2</b> <b>Hybrid: Complete Outside of Class</b>	Timed Writing Practice -Complete Writing 8, 9, 10, 11,	*4 **1,2,3

			12, 13, 14, & 15	
Wed Mar 9	Keyboarding Pro Deluxe	<b>Skill Builder 2</b> <b>Hybrid: Complete Outside of Class</b>	Timed Writing Practice -Complete Writing 8, 9, 10, 11, 12, 13, 14, & 15	*4 **1,2,3
Thur Mar 10	Keyboarding Pro Deluxe	<b>Skill Builder 2</b>	Timed Writing Practice -Complete Writing 16, 17, 18, 19, 20, 21 & 22 <b>TIMED WRITING REPORT DUE TO INSTRUCTOR BY THE END OF CLASS</b>	*4 **1,2,3
Mon Mar 14	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lesson A & B	*4 **1,2,3
Tues Mar 15	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lesson C & D	*4 **1,2,3
Wed Mar 16	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lesson E & F	*4 **1,2,3
Thur Mar 17	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lesson G & H	*4 **1,2,3
Mon Mar 21	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lesson I & J	*4 **1,2,3
Tues Mar 22	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lesson K & L	*4 **1,2,3
Wed Mar 23	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lessons M & N	*4 **1,2,3
Thur Mar 24	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lessons O & P	*4 **1,2,3
Mon Mar 28	<b>HOLIDAY/SPRING BREAK NO CLASS</b>			
Tues Mar 29				
Wed Mar 30				
Thur				



Mar 31				
Mon Apr 4	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lessons Q & R	*4 **1,2,3
Tues Apr 5	Keyboarding Pro Deluxe	<b>Skill Builder 3</b> <b>Accuracy &amp; Speed</b> <b>Hybrid: Complete Outside of Class</b>	Lessons S & T	*4 **1,2,3
Wed Apr 6	Keyboarding Pro Deluxe	<b>Numeric Keypad</b> -4, 5, 6, 0 -7, 8, 9 <b>Hybrid: Complete Outside of Class</b>	Complete Drill 1 Complete Drill 2	*3,4 **1,2,3
Thur Apr 7	Keyboarding Pro Deluxe	<b>Numeric Keypad</b> -1, 2, 3 -Decimal -Review <b>Hybrid: Complete Outside of Class</b>	Complete Drill 3 Complete Drill 4	*3,4 **1,2,3
Mon Apr 11	Keyboarding Pro Deluxe	<b>Numeric Keypad</b> -Decimal -Review	Complete Drill 5  <b>SKILL BUILDING 3 REPORT DUE TO INSTRUCTOR BY END OF CLASS</b>  <b>NUMERIC KEYPAD DRILLS DUE TO INSTRUCTOR BY END OF CLASS</b>	*3,4 **1,2,3
Tues Apr 12	Keyboarding Pro Deluxe	<b>Word Processing</b> <b>Hybrid: Complete Outside of Class</b>	Review the Word Processor on page 86 and Word 2013 Complete Drills 4,5,7,8,9,10	*4 **3
Wed Apr 13	Keyboarding Pro Deluxe	<b>Word Processing</b> <b>Hybrid: Complete Outside of Class</b>	Review the Word Processor Continue to Complete Drills 4,5,7,8,9,10	*4 **3
Thur Apr 14	Keyboarding Pro Deluxe	<b>Word Processing</b> <b>Timed Writing Practice</b> <b>Hybrid: Complete Outside of Class</b>	Review the Word Processor Continue to Complete Drills 4,5,7,8,9,10	*4 **3
Mon Apr 18	Keyboarding Pro Deluxe	<b>Word Processing</b> <b>Hybrid: Complete Outside of Class</b>	Review the Word Processor Continue to Complete Drills 4,5,7,8,9,10	*4 **3
Tues Apr 19	Keyboarding Pro Deluxe	<b>Proofreading Skills</b> <b>Timed Writing Practice</b> <b>Hybrid: Complete Outside of Class</b>	Review Proofreading Skill Guidelines on page 99 Complete Proofreading Skills: Drills 12, 13, 14, 15, 16, 17, & 18	*4 **3
Wed	Keyboarding	<b>Proofreading Skills</b>	Review Proofreading Skill	*4

Apr 20	Pro Deluxe	<b>Timed Writing Practice</b> <b>Hybrid: Complete Outside of Class</b>	Guidelines Complete Proofreading Skills: Drills 12, 13, 14, 15, 16, 17, & 18	**3
Thur Apr 21	Keyboarding Pro Deluxe	<b>Proofreading Skills</b> <b>Timed Writing Practice</b> <b>Hybrid: Complete Outside of Class</b>	Continue to Complete Proofreading Skills: Drills 12, 13, 14, 15, 16, 17, & 18	*4 **3
Mon Apr 25	Keyboarding Pro Deluxe	<b>Timed Writing Practice</b>	<b>WORD PROCESSING AND PROOFREADING DRILLS DUE TO INSTRUCTOR BY THE END OF CLASS</b>	*4 **3
Tues Apr 26	Keyboarding Pro Deluxe	<b>Timed Writing Practice</b>		
Wed Apr 27	Keyboarding Pro Deluxe	<b>Review</b>	Review for Final Exam	*1-5 **3
Thur Apr 28	Keyboarding Pro Deluxe	<b>Review</b>	Review for Final Exam	
Mon May 2		<b>EXAM</b>	<b>FINAL EXAM LESSONS 1-25</b>	
Tues Dec 3			<b>FINAL TIMED WRITINGS DUE TO INSTRUCTOR BY THE END OF CLASS</b>	

**\*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:**

- (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.

## 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**

\_\_\_\_\_ **Final Exam**

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

\_\_\_\_\_ **Unannounced quizzes/assignments – 10%**

\_\_\_\_\_ **Timed Writings - 40%**

\_\_\_\_\_ **Final Exam – 20%**

\_\_\_\_\_ **Grade**