

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**KEYBOARDING & BASIC COMPUTER SKILLS
ADMN 1100**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Fall 2015

Catalog Course Description:

Designed for beginners, this course introduces basic computer skills, keyboarding by touch, (speed and accuracy emphasized), file management and navigation in the Windows environment, along with an introduction to Microsoft Word.

Entry Level Standards:

No prior knowledge of the keyboard.

Prerequisites:

None

Textbook(s) and Other Course Materials:

1. *Gregg College Keyboarding & Document Processing (GDP)*, 11th edition, Kit 1, Lessons 1-60 w/Word 2013 Manual and Software Registration Card. Ober, Johnson, and Zimmerly. McGraw-Hill, 2011. ISBN: **0077824636**. (**NOTE: This course will be using a Web-based keyboarding software program and Microsoft Word 2013 software for a PC.**)
2. One flash/thumb drive

I. Week/Unit/Topic Basis:

Week	Topic
1	Post Your Introduction; Introduction Quiz; Email (D2L and PSCC)
2	Alphabetic Keys: GDP Lessons 1-3; GDP Enrichment Lessons 1-3
3	Alphabetic Keys: GDP Lessons 4-7; GDP Enrichment Lessons 4-7
4	Alphabetic Keys: GDP Lessons 8-10; GDP Enrichment Lessons 8-10
5	Numbers and Symbols: GDP Lessons 11-13; GDP Enrichment Lessons 11-13
6	Numbers and Symbols: GDP Lessons 14-16; GDP Enrichment Lessons 14-16; Intro to Computers; Intro to Windows 7; File Management
7	Numbers and Symbols: GDP Lessons 17- 20; GDP Enrichment Lessons 17-20
8	MIDTERM EXAM ; Orientation to Word Processing: GDP Lessons 21- 24
9	MLA Reports

- 10 GDP Lessons 25- 27
- 11 GDP Lessons 28-31
- 12 Business Letters and Personal-Business Letters
- 13 Timed Writings; GDP Lessons 32-35
- 14 GDP Lessons 36-40
- 15 **FINAL EXAM**

II. Course Goals*:

The course will facilitate students to:

- A. Keyboard by touch, use basic keyboarding terminology, and follow instructions. (I, II, III, IV, V)
- B. Format various business documents accurately at a reasonable speed. (I, II, III, IV, V, VI)
- C. Expand their keyboarding vocabulary through completion of weekly typing and reading assignments. (II, III, IV, V)
- D. Key on an alpha-numeric keyboard used on personal computers. (I)
- E. Format basic documents such as business letters and reports using a word processing program. (I, II, III, IV, V)
- F. Listen, read, and follow both written and oral instructions from the instructor and the textbook. (II, III, IV)
- G. Develop speed and accuracy using keyboarding software. (I)

*Roman numerals after course objectives reference goals of the APT program.

III. Expected Student Learning Outcomes*:

The student will be able to:

- 1. Keyboard by touch at a rate of 26 gross words a minute for three minutes. (A, D, G)
- 2. Keyboard with no more than 5 errors during a three-minute timing. (A, D, G)
- 3. Define terms associated with keyboarding, Windows 7, and document formats. (A, C, E)
- 4. Follow both written and oral instructions. (A, F)
- 5. Proofread and revise copy using proofreader's marks. (B, E, F)
- 6. Create business letters in block style. (B, E)
- 7. Create MLA reports. (B, E)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures: **SPEED AND ACCURACY, TESTS, AND ASSIGNMENTS**

40% SPEED AND ACCURACY.

Three-minute timed writings will be given. The AVERAGE of the top three writings will be taken at the end of the term to determine the semester speed and accuracy grade.

THREE-MINUTE SPEED AND ACCURACY SCALE	
Grade	Gross WAM
A	37+
B+	35-36
B	33-34
C+	31-32
C	29-30
D	26-28
F	0-25
Errors	Penalty
0 - 5 errors	– no penalty (grade remains the same)
6 - 10 errors	– drop grade ONE letter
11+ errors	– timed writing does not count

50% Tests

Application tests will be given which the student keys general text with numbers and symbols, complete a file management activity, as well as format documents such as business letters and reports. Objective tests will be given to assess the knowledge of the correct formatting procedures as well as basic keyboarding skills.

10% Assignments

The student will complete keyboarding assignments to develop touch control of the keyboard and proper typing techniques, to build speed and accuracy, and to provide practice in applying those skills by formatting business documents (letters and reports). The grading scale for those business documents follows:

**Document Grading Scale
(Homework—Reports and Letters)**

Errors	0	1-2	3	4	5+
Points	10	8	6	4	2

B. Laboratory Expectations:

This college-level course is structured as a lecture-format class. You will be expected to do lab work in addition to class work to complete assignments. Occasionally, time will be allowed at the instructor's discretion to complete assignments in class. Open labs are available at all campuses. Check posted hours.

C. Field Work:

N/A

D. Other Evaluation Methods:

None

E. Grading Scale:

92 – 100	A
89 – 91	B+
82 – 88	B
79 – 81	C+
72 – 78	C
65 – 71	D
0 – 64	F

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.

D. Other Policies:

Computer Usage Guidelines: College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner.