

**Pellissippi State Community College
Master Syllabus**

**KEYBOARDING/FORMATting I
ADMN 1302**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Fall 2017

Catalog Course Description

An introductory keyboarding course with an emphasis on the techniques of touch typing, speed building, and formatting of basic business documents.

Prerequisites and Co-requisites

None

Textbook(s) and Other Course Materials

1. *Gregg College Keyboarding & Document Processing* (GDP), 11th edition, Kit 1, Lessons 1-60 w/Word 2016 Manual and Software Registration Card. Ober, Johnson, and Zimmerly. McGraw-Hill, 2011. ISBN: 9781259921148. (**NOTE: This course will be using a Web-based keyboarding software program and Microsoft Word 2016 software for a PC.**)
2. One flash/thumb drive

Week/Unit/Topic Basis

Week Topic(s)

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; 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. **Review; FINAL EXAM**

Course Goals

NOTE: Roman numerals after course objectives reference goals.

The course will

- A. Foster the ability to keyboard by touch, use basic keyboarding terminology, and follow instructions. (I, II, III, IV, V)
- B. Increase the ability to format various business documents accurately at a reasonable speed. (I, II, III, IV, V, VI)

- C. Enhance the student’s keyboarding vocabulary through completion of weekly typing and reading assignments. (II, III, IV, V)
- D. Build the skills to type on an alpha-numeric keyboard that is used with a personal computers. (I, III)
- E. Build the skills to format basic documents using a word processing program. (I, II, III, IV, V)
- F. Develop the ability to listen, read, and follow both written and oral instructions from the instructor and the textbook. (II, III, IV)
- G. Develop the ability to increase speed and accuracy using keyboarding software. (I, III)

Expected Student Learning Outcomes

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

The student will

- 1. Create, review, edit, and correctly format basic business documents. (B, E)
- 2. Develop keyboarding skill using the touch system. (A, D)
- 3. Increase keyboarding speed and accuracy by the end of the course. (A, D, G)
- 4. Keyboard with no more than 5 errors during a three-minute timing. (A, D, G)
- 5. Define terms associated with keyboarding, Windows operating system, and document formats. (A, C, E)
- 6. Follow both written and oral instructions. (A, F)
- 7. Proofread and revise copy using proofreader's marks. (B, E, F)

Evaluation

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

- 0 - 5 errors
- 6 - 10 errors
- 11+ errors

Penalty

- no penalty (grade remains the same)
- drop grade ONE letter
- timed writing does not count

50% Tests

Two tests will be given in which the students key general text with numbers and symbols, perform a file management activity, as well as format documents such as business letters and reports. The objective portion of the tests will assess their knowledge of the correct formatting procedures as well as basic keyboarding skills.

Laboratory Expectations:

N/A

Field Work

N/A

Other Evaluation Methods

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).

Document Grading Scale (Homework—Reports and Letters)

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

Grading Scale

Standards: At the end of the semester, the final grade will be based on the following grading scale:

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

Policies

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.

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.

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](http://www.pstcc.edu/sswd/) (www.pstcc.edu/sswd/) may be contacted via [Disability Services email](#) or by visiting Alexander 130.