Nashville State Community College
School of Business and Professional Studies
Administrative Professional Technology

Fall 2024 Master Course Syllabus
7-Week Term - Online

ADMN 1302 – Keyboarding/Formatting I

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

Course Information:

Course Title: ADMN 1302 Keyboarding/Formatting I
Credits: 3
Class Hours: 3

Course Description:

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

Semester Availability: Fall, Spring
Not part of a Tennessee Transfer Pathway

Instructor Information:

Name: Beverly Collins
Email: beverly.collins@nscc.edu
Office Phone: 615-353-3772
Office Location: C-232D White Bridge Campus
Office Hours: TBA
Instructor Zoom Room link: TBA

Required Textbook(s) & Other Materials:
Textbook(s): *Gregg College Keyboarding and Document Processing (GDP 11) Word 365 Kit 1 (Lessons 1-60)* by Ober, Johnson, and Zimmerly, McGraw-Hill. The kit includes a textbook and an online software student registration code.

ISBN: 9780077956431

Please Note: If you do not purchase the kit from the NSCC bookstore, online access to GDP can be purchased directly from McGraw-Hill during the GDP Keyboarding registration process. GDP online software access is complimentary to students for the first two weeks of the course.

You will need **both** the **textbook** and an **online registration code** in order to complete assignments for this class. **A digital e-text is NOT available**.

If you purchase an online registration code from McGraw-Hill, you will also need to purchase the following textbook (which can be a used text from any source) in order to complete your assignments:

NOTE—The following ISBN number does **NOT** include access to GDP online software which is also required for this class: *Gregg College Keyboarding & Document Processing 11e, Lessons 1-60,* **TEXTBOOK ONLY ISBN:** 978-0-07-731936-6

Please use caution in purchasing **used materials** as **registration access codes** may have been previously used and cannot be used another term.

Supplies:

- **Personal computer (PC)** with **Windows** operating system
- Browser: Latest version of Chrome, Edge, or Firefox
  Note: Add *.gdp11.com to the allowed list of pop-up sites in your browser.
- **Microsoft Word version 365** ([NSCC students can download Office 365 through their MyNSCC accounts](). Please check with the Nashville State [Service Desk]() for more information.)
- High-speed Internet access
- An electronic storage device

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website]() ([https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials]()) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363 or [accesscenter@nscc.edu]().

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the term, this is what you should know and/or be able to do:

- Create, review, edit, and correctly format basic business documents.
- Develop keyboarding skill using the touch system.
- Increase keyboarding speed and accuracy by the end of the course.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Type the alphabetic, number, symbol, and special keys.
- Apply correct techniques while keying.
- Demonstrate improved speed and accuracy while keying.
- Type at least 40 wpm/3'/3e by the end of the course.
- Correctly apply spacing rules for symbols and punctuation keys.
- Correctly apply language arts rules in comma usage, sentence structure, and using quotation marks and italics,
- Identify and correct errors in spelling, capitalization, using apostrophes, and expressing numbers.
- Demonstrate acceptable proofreading skills.
- Identify and apply basic proofreaders' marks.
- Correctly format business correspondence such as letters, memos, and reports.
- Discuss various topics related to keyboarding skills and equipment.

The following are general education competencies intended to support the course outcomes:

- Write clear, well-organized documents.

Topics to Be Covered:

Please see the **course schedule** for detailed assignment due dates.

- The Alphabet
- Numbers and Symbols
- Word Processing and Business Letters
- Memos and Reports
- Speedbuilding
- Correspondence
- Speedbuilding and Accuracy

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

- Timed Writings   25%
- Word Processing Documents   10%
- Keyboard Lesson Assignments 4%
- Discussions   9%
- Quizzes   12%
- Tests   40%
- **Total**   **100%**

Grading Policy:

Keyboard Lesson Assignments

Lesson assignments consist of completing each assigned keyboarding lesson in the module at the Gregg College Keyboarding Website by the cutoff date and submitting the assignment in the assignment dropbox. Automatic feedback is provided by the keyboarding software so that students can determine if they are meeting the lesson goals. If a student is not meeting a lesson goal, he or she should repeat the lesson again.

Lessons 1-10 and **Lessons 11-20** will be graded. All sections in each lesson must be completed. Each keyboard lesson assignment is worth **20 points**. **Two points will be deducted for each missing or incomplete lesson**.

Keyboard lesson assignments have **due dates** and **cutoff dates**. In order to allow a grace period for late submissions, the cutoff date for lesson assignments will be **two days** after the **due date**. **Keyboard lesson assignments will not be accepted after the cutoff date.**

Timed Writings

Students will complete several timed writings throughout the term at the Gregg College Keyboarding Website. After the student completes a timed writing, the keyboarding software will automatically calculate the speed (words per minute) and number of errors. Selected timings will be chosen for grading. Students will submit timed writings in the assignment dropbox.

The graded timed writings will be **three minutes** in length with an error limit of **three errors**. If the timing has more than three errors, a grade of **zero** will be recorded. Each timed writing is worth **50 points**.

Timed writings are to be completed and submitted by the due date listed on the current term schedule. Timed writings have **due dates** and **cutoff dates**. In order to allow a grace period for late submissions, the cutoff date for timed writings will be **two days** after the **due date**. **Timed writings will not be available or accepted after the cutoff date.**

Word Processing Documents

Students will use Microsoft Word to complete assigned word processing documents. Each graded word processing document is worth **20 points**. Students will submit documents in the assignment dropbox. Grading rubrics will be used to evaluate word processing document assignments and will be posted in the assignment dropbox.

Word processing documents are to be completed and submitted by the due date listed on the current term schedule. Word processing assignments have **due dates** and **cutoff dates**. In order to allow a grace period for late submissions, the cutoff date for word processing documents will

be **two days** after the **due date**. **Word processing assignments will not be accepted after the cutoff date.**

Discussions

The discussion area is provided as a place for students to introduce themselves, interact with their classmates about topics relating to classwork, as well as for the instructor to post important class announcements. Therefore, students should check the discussion board frequently.

Assigned discussion questions will also be posted on the discussion board by your instructor. Participation in the discussion is required and will be counted as part of the final grade. **The discussion assignments are worth 30 points each**.

Do your very best to use proper grammar and punctuation when posting your discussions! Please refer to the schedule for due dates for discussion assignments. Discussions have **due dates** and **cutoff dates**. In order to allow a grace period for late submissions, the cutoff date for the discussion will be **two days** after the **due date**. **Discussions will not be available or accepted after the cutoff date.**

Discussion assignments will be graded based on the completeness and accuracy of the student's post as well as a reply to another student's post. Discussion grading rubrics will be used to evaluate discussions. The rubrics will be posted in the discussion assignments.

Please review the netiquette rules carefully. You are expected to abide by them when posting on the discussion board or sending e-mail messages in this course.

Quizzes

Students will complete quizzes in NS Online throughout the term. **Quizzes are worth 20 points each.** Students have three attempts on the quizzes. Quizzes will be scored automatically after they are submitted, and grades should be posted immediately. Please refer to the schedule for the due date for completion of quizzes.

Quizzes have **due dates** and **cutoff dates**. In order to allow a grace period for late submissions, the cutoff date for quizzes will be **two days** after the **due date**. **Quizzes will not be available or accepted after the cutoff date.**

Tests

Two tests (a midterm and a final exam) will be given during the term. Tests will be completed in NS Online. Each test is worth 200 points. Tests must be completed by the **due date** listed on the current term schedule. If a test is not completed, a grade of zero will be recorded.

Grading Scale:

Letter Grade	Percentage Range
A	90-100%
B	80-89%
C	70-79%
D	65-69%
F	64% or below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Assignments, quizzes, and discussions have **due dates** and **cutoff dates**. In order to allow a grace period for late submissions, the **cutoff date** for assignments will be **two days after the due date**. Assignments, quizzes, and discussions will NOT be accepted after the cutoff date.

Tests must be completed by the **DUE dates**.

Attendance Policy

General Policy

- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*

Instructor's Policy

The attendance policy for this course is the following: Attendance in this course is critical to success. A student is expected to attend all scheduled classes. In online courses, attendance is determined by online communications and is based on the student's completing assignments, quizzes, discussions, and tests by the due dates.

A successful outcome to this course requires students to complete and submit assignments and tests as outlined by the instructor. Students are expected to manage their schedules in order to complete their assignments and tests by the due dates.

Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences.

If for any reason it is not possible for you to continue with the class, it is your responsibility to complete and process a form to officially drop the class by the last withdrawal date for the current term, which is listed in the Nashville State catalog.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are the following:
- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an Internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.

- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the access to internet and technology website.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.
- Login to your MyNSCC to access your NSCC info and My Self Service.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct

[Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the term grade.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: [RAVE app](#): [getrave.com/login/nscc](#). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) provides assistance beyond the classroom to help you make the most of your college education.
- [These resources](#) include information on student support, student D2L resources, [NSCC email](#), scheduling, online courses, and more.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and the Nashville State website. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NS Online course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.