

**Nashville State Community College
Business & Applied Arts Division
Office Administration**

Master Course Syllabus

This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.

OAD 1100, Keyboarding/Formatting

3 Credits

3 Class Hours

An introductory keyboarding course using computers with emphasis on technique, mastery of the keyboard, and speed building. Students are guided through touch-typing and speed building exercises with software that immediately calculates speed and accuracy. Also includes formatting of basic business documents.

Semester Availability: Fall, Spring

Not part of a Tennessee Transfer Pathway

Instructor Information

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Textbook and Other Materials

Gregg College Keyboarding and Document Processing, 11th edition, Kit 1 (Lessons 1-60), with Word 2013 manual, by Ober, Johnson, and Zimmerly. McGraw-Hill, **ISBN 9780077824631**. The kit includes a textbook, Word 2013 manual, and an online software student registration card.

Please Note: If you have bought a used textbook for keyboarding, you will need to purchase an online software student registration code for GDP keyboarding, **ISBN 0077319443**.

Course Outcomes

Upon successful completion of this course, students should be able to:

1. Develop keyboarding skill using the touch system on a personal computer.
2. Key straight-copy material based on a graduated speed and accuracy scale.
3. Apply language arts rules by completing keyboarding activities.
4. Correctly format business documents using a word processing program.
5. Proofread sentences and business documents.

Course Competencies

The following are detailed course competencies intended to support the course outcomes:

1. Operate by touch the letter, number, and symbol keys.
2. Apply correct techniques while keying.
3. Demonstrate improved speed and accuracy while keying.
4. Demonstrate acceptable language arts skills in comma usage, sentence structure, composing sentences, proofreading, spelling, capitalization, using apostrophes, using quotation marks and italics, and expressing numbers.
5. Demonstrate acceptable proofreading skills.
6. Identify and apply basic proofreaders' marks.
7. Correctly use basic word processing features.
8. Correctly format business correspondence such as e-mail messages, letters, envelopes, labels, memos, and reports.
9. Locate resources and discuss various aspects of keyboarding skills and techniques.

The following is a general education competency intended to support the course outcomes:

1. Use and adapt current technologies to increase efficiency and effectiveness in performing routine business applications.

Topics to Be Covered

- Alphabetic Keys
- Numeric Keys
- Punctuation/Symbol Keys
- Ten-Key Numeric Keypad
- Word Processing
- E-mail
- Correspondence
- Reports
- Speed building

Course Assessments

The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:

Evaluation	
Timed Writings	40%
Word Processing Documents	20%
Discussions	5%
Quizzes	5%
Tests	30%
Total	100%

Grading Scale

Grading Scale	
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	65% - 69%
F	64% or below

Make-up Procedures for Missed Assignments and Work

Please refer to your individual instructor's syllabus for make-up work procedures.

Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. 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. Tardiness may also affect a student's final grade.

Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= failure, never attended class (unofficial withdrawal)

Student Communication Channels

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 615.353.3721.

Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy

In the event of an inclement weather event, check the Nashville State web site home page at www.nsc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.