

Nashville State Community College

OAD 1100, Keyboarding/Formatting

On-Ground Syllabus

Instructor Information:

Name:	
E-mail:	
Phone:	
Office Location:	
Office Hours:	

Course Description: An introductory keyboarding course using computers with emphasis on technique, mastery of the keyboard, and speedbuilding. Students are guided through touch-typing and speedbuilding exercises with software that immediately calculates speed and accuracy. Also includes formatting of basic business documents. Note: For students with keyboarding skills, a credit by examination can be taken.

Textbook and Other Required Materials:

- *Paradigm Keyboarding & Applications: Sessions 1-60*, 5th edition, with SNAP User's Guide by William Mitchell and Ronald Kapper. Published by EMC Paradigm. **ISBN 978-0-76382-306-1**.
- Printing paper

Please Note: If you have bought a used textbook for keyboarding, you will need to purchase a SNAP User's Guide, **ISBN 978-0-76382-309-2**.

Disclaimer: Textbooks frequently change editions, so please be sure to check with the school bookstore to verify the current ISBN of textbook before purchasing the textbook.

Course Outcomes:

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

1. Develop keyboarding skill using the touch system.
2. Apply correct techniques while keying.
3. Key straight-copy material based on a graduated speed and accuracy scale.
4. Apply grammar rules and key correct sentences.
5. Format business documents from printed, handwritten, edited, or unarranged copy using a word processing program.

Course Competencies:

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

1. Given a keyboard and skillbuilding drills, operate by touch the letter, number, and symbol keys.
2. Given a keyboard and skillbuilding drills, apply correct techniques while keying.
3. Given straight-copy material, key alphanumeric text at a graduated speed and accuracy rate.
4. Given spacing guidelines, key sentences using the correct spacing for punctuation and symbols.
5. Given copy marked with proofreaders' symbols, key the corrected document.
6. Given unedited sentences, insert correct punctuation and use correct grammar.
7. Given unedited sentences, edit sentences to correct misspelled words.
8. Given instructions, compose and key simple sentences.
9. Given instructions, use basic word processing commands.
10. Given printed, handwritten, edited, or unarranged copy, key and format reports, business letters, and memos.
11. Under testing conditions, identify parts of a business letter.
12. Given arranged or unarranged copy, key copy and enclosure notations on business letters.
13. Given arranged or unarranged copy, key attachment notations.
14. Given arranged or unarranged copy, format bulleted and enumerated lists.

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

1. Given a business assignment or office project, 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
- 10-Key Numeric Keypad
- Composition
- Skillbuilding Reinforcement
- Proofreading and Word Processing Techniques
- Memos and E-mail
- Letters
- Business Reports

Grading Criteria:

Grading Criteria may vary by instructor. Please refer to the syllabus for your course section for the correct information. This information will be supplied by the instructor at the beginning of the course.

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

Evaluation:	
Timed Writings	35%
Word Processing Documents	35%
Tests	30%
Total	100%

Methods of evaluation may include daily assignments, timed writings, projects, participation/discussions, quizzes, and/or tests. See your instructor for specific information regarding methods of evaluation.

Attendance Policy:

Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course. Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled. (Student Handbook page 10)

In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the Dean for Student Services Office for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements. (Student Handbook page 10)

Attendance in this course is critical to success. There are specific due dates set for homework assignments and exams. Homework due dates and test dates will be strictly adhered to and will not be extended. Failure to complete homework and exams by the due dates will result in a grade of zero for that assessment. For students that have attended during the semester, if the student does not have an average of 65 or greater, a grade of "F" will be assigned. A student that stops attending during the semester and does not withdraw will be assigned a grade of "FA." FA means failure, attendance related. A student that never attends class and does not withdraw will be assigned a grade of "FN." FN means failure, never attended class (unofficial withdrawal).

ADA Policy:

Nashville State Community College complies with the Americans with Disabilities Act. If you wish to request any accommodation(s) for this class, please notify the instructor as soon as possible. The Student Disability Services office is located in D-26 and their phone number is 353-3721.

CLASS MISCONDUCT AND PROCEDURES:

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.

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 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 disrupts the flow of instruction or prevents 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.) (Student Handbook page 11)

Academic Dishonesty

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

04/2010

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. (Student Handbook page 11)

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. (Student Handbook page 11)

If a student believes that he/she has been erroneously accused of academic dishonesty and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate college grade appeal procedures. (Student Handbook page 11)