

Office Administration Department Master Syllabus

POFT 1127 Introduction to Keyboarding – Online

Office Administration instructors will furnish students a “First Day Handout” which will contain at least the following information:

Heading: Instructor name, course name and number, section and synonym number.

How to Reach the Instructor: Instructor’s office hours, office location and number, phone number and e-mail address, availability of instructor for appointments and conferences.

Course Outline/Calendar: The instructor will give a course outline and/or calendar so students will have an idea of what they will be doing when, particular test dates, and other due dates. This information will be covered in “First Day Handout.”

Course Description

Mastery of the alphabetic keyboard by touch—a skill that can be used on typewriters, CRTs, computer terminals, or other equipment with a keyboard. This course is not recommended for Office Administration majors.

Required Texts/Materials

Keyboarding Course, Lessons 1-25, 18e, Vanhuss, et. al., ISBN: 9780538495394.

Flash drive

Keyboarding Pro 6 Software, ISBN: 9780840053329.

*Please note that the text and software are available ONLY at the ACC Eastview Campus bookstore.

Access to Internet—ACC online (Blackboard) to receive course information

SCANS Competencies

Departments SCANS skills for this and other Office Administration courses in the program are available. Students will demonstrate their mastery of these skills through the use of class discussions, written assignments, demonstrations, and/or test taking. Flex courses will include only hands-on computer-based assignments, and objective and performance evaluations.

Instructional Methodology

At the instructor’s discretion, lecture, videos, class discussions, research paper, and class projects may be used to instruct the class.

Course Rationale

This course will provide students with increased knowledge of specialized areas of office procedures and techniques. This course will also train students with marketable skills to meet their individual requirements, current demands, and future needs of the business world.

Course Objectives/Outcomes

See First Day Handout that lists objectives that the instructor is expected to teach and students are expected to learn during this course. Students will demonstrate that these objectives have been mastered

through the use of class discussions, written assignments, demonstrations, and tests. For flex courses, students will demonstrate that these objectives have been mastered through the use of hands-on computer based assignments and individual assistance as needed. The instructor may also list additional learning objectives in their "First Day Handout."

Course Policies

Class Rules: ACC college rules state that food and drink are not allowed in the classroom. Children are also not allowed in the classroom. The instructor may also list additional course policies in their "First Day Handout." Flex courses will include flex-lab policies in the student guide.

Attendance Requirements: A student at Austin Community College is expected to attend classes in order to progress satisfactorily toward completion of course objectives. Because objectives can vary from department to department and from course to course, individual Office Administration instructors shall inform the student in writing of their specific course objectives, attendance policies, instructor office hours, and course grading policies at the first class meeting with a "First Day Handout." A student who is not meeting course objectives may be withdrawn from the course at the discretion of the instructor. It is the student's responsibility to consult with instructors and seek support services when course objectives cannot be met.

Withdrawal Policy: The instructor may drop students for unsatisfactory attendance and/or academic progress. NOTE: IT SHOULD BE UNDERSTOOD THAT IT IS THE STUDENT'S RESPONSIBILITY AND NOT THE INSTRUCTOR'S TO DROP A COURSE. A STUDENT THAT DISCONTINUES COMING TO CLASS AND FAILS TO DROP A COURSE IS SUBJECT TO RECEIVING A FINAL, PERMANENT GRADE OF "F."

Incompletes: Instructors may award a grade of "Incomplete" when students fail to complete all course requirements. When doing so, instructors will complete an "Incomplete Form" and forward it to the department's program coordinator. If the student then completes the work in the required time frame, the instructor will be responsible for contacting the program coordinator with the new grade information. NOTE: Students who fail to successfully complete the required course work within the timeframe allowed, will automatically have the "Incomplete" changed to a final grade of "F." Incompletes are not allowed for flex courses.

Scholastic Dishonesty: "Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects either individual or group; classroom presentations, and homework." NOTE: STUDENTS MAY BE DISMISSED FROM THE COURSE AT THE DISCRETION OF THE INSTRUCTOR FOR SCHOLASTIC DISHONESTY.

Academic Freedom: Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence it is essential that faculty members at Austin Community College be free to pursue scholarly inquiry without unreasonable restriction, and to voice and publish their conclusions without fear of institutional censorship or discipline.

They must be free from the possibility that others of differing vision, either inside or outside the college community, may threaten their professional careers.

The concept of academic freedom in Austin Community College is accompanied by an equally demanding concept of responsibility, shared by the Board of Trustees, administration, and faculty members.

The essential responsibilities of the Board of Trustees and administrators regarding academic freedom are set forth in the Criteria For Accreditation, adopted by the Southern Association of Colleges and Schools, as updated and revised.

In the classroom or in college-produced telecommunications, faculty members should strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors should be judicious in the use of material and should introduce only material that has a clear relationship to the subject field.

Student Discipline: Austin Community College students are recognized as responsible persons who neither lose the rights nor escape responsibilities of citizenship. Enrollment in the college indicates acceptance of the rules set forth in Administrative Rule 4.02.010 concerning disciplinary action. Due process through an investigation and appeal process is assured to any student involved in disciplinary action.

Student's Freedom of Expression: Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructor alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others expressed in classroom discussions.

OSD Statement: Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three (3) weeks before the start of the semester. (Refer to the Student Handbook for details).

Testing Center Rules

It is the student's responsibility to obtain, read, and be thoroughly familiar with the ACC Testing Center Rules prior to taking exams at the center. Violation of these rules is very serious and may result in disciplinary action.

Student Handbook

A current copy of the ACC Student Handbook can be located on the ACC Internet Page under Student Services. Students are encouraged to review this handbook to familiarize themselves with college rules and policies that may affect them.

College Catalog

Students may purchase a current ACC College Catalog at one of the college bookstores. Office Administration degree and certificate plans outlined in the catalog are especially helpful for students in developing future educational plans.

Office Administration Department Web Page

Students are encouraged to review the department's Web page at <http://www.austincc.edu/ofad/> where valuable information concerning our program may be found. Several other useful URL sites are also listed.

Counseling

Many educational and employment concerns of students may be answered by their course instructor. If additional counseling is needed, students are encouraged to contact the Office Administration Program Coordinator for assistance. (Note: The Office Administration Program Coordinator is located at the Eastview Campus, Room 8319, Phone: (512) 223-5840, E-mail: jbillings@austincc.edu).

POFT 1127 Introduction to Keyboarding

Office Administration Department

Instructor Name: Veronica (Roni) Cook
Instructor's Office Hours: See Schedule on Website
Office Location: Round Rock, Room 2232.04
Phone Number: (512) 223-0166
E-mail Address: vcook@austincc.edu

Note: Instructor is available for appointments and conferences.

Prerequisite: None

Credit: One (1) semester hour

Textbook and Supplies

- *Keyboarding Pro 5 Edition 17, Lessons 1-25*, Vanhuss, et. al., 0-538-73026-9
- Flash drive
- *Keyboarding Pro 5 Software*, 0-538-73122-2

Please note that the text and software are available ONLY at the ACC Eastview Campus bookstore. (3401 Webberville Road, Phone: (512) 927-1619 or reserve online at <http://austincc.bkstore.com>)

Instructional Methodology

- Tutorial (step-by-step, screen-by-screen approach using Keyboard Pro software)
- Flex-lab available (Room 8321) with instructor for testing and lab technician available for software questions OR student may work independently at home; TESTING MUST BE COMPLETED IN 8321
- Online site (Blackboard) which contains course materials plus review for final theory test

Course Description: Mastery of the alphabetic keyboard by touch—a skill that can be used on typewriters, CRTs, computer terminals, or other equipment with a keyboard. This course is not recommended for Office Administration majors.

Basic Course Objectives

- Mastery of the alphabetic keyboard by touch
- Familiarity with number and symbol keys
- Development of speed and accuracy in keyboarding

SCANS COMPETENCIES

- Reading
- Responsibility
- Self-management

Grade: The semester grade will be calculated to include one theory test, lesson reports SUBMITTED ON SCHEDULE, and your best two timed writings (timings may only be taken in the Office Administration flex-lab).

Withdrawals: If you find it necessary to withdraw from the course, it is your responsibility to fill out the proper form from the Admissions Office. NO GRADES OF INCOMPLETE WILL BE GIVEN IN THIS COURSE.

Overview of Grades

Explanation	Percent of Semester Grade
Theory Test (Room 8321, EVC, or testing centers Rio Grande, Riverside, Northridge or Eastview)	15%
Lesson Reports from Keyboarding Pro (on schedule) If Lessons 1-15 are not received by deadline, student will be withdrawn from class by instructor	5%
Two best 5-minute timed writings completed after Lesson 21 in Room 8321 at EVC (keyboard will have blank keys)	80%

15% Theory Test

The 50-question objective test will be administered in EVC 8321 by the flex-lab staff. **Be sure to study information included in the interactive review quiz (not graded), which is included in my Blackboard site listed under Course Materials.**

80% Two 5-Minute Timed Writings with five (5) or fewer errors

- The flex-lab staff must administer these timed writings in the flex-lab. Please request a copy of the timed writing from the flex-lab staff (stating that you are an online student).
- Anytime after completion of Lesson 21, students may request a timed writing from the flex-lab staff. Only the staff may administer timed writings.
- Anytime a student successfully completes a timing with at least 25 words per minute (wpm) and no more than five (5) errors, that timing may be submitted to the instructor. Errors are not deducted from the gross speed. Timings with more than five (5) errors are not acceptable.
- TIP: If you come to the flex-lab and have a problem with your timings, repeat or practice the skillbuilding lessons. Then return to the flex-lab to take additional timings (DON'T WAIT UNTIL THE LAST MINUTE TO TAKE YOUR TIMINGS).
- Be sure to have submitted at least two acceptable timings by the end of the term. The two best (highest words per minute) timings will be averaged for 80% of the final grade.

Grading for 5-Minute Timed Writings

- A = greater than 35 wpm
- B = 33 – 35 wpm
- C = 30 – 32 wpm
- D = 25 – 29 wpm
- F = less than 25 wpm

5% Lesson Reports

The Keyboarding Pro Multimedia program is available at all stations in the flex-lab at the Eastview Campus. Your lessons may be completed at any of these stations or on your own PC. Be sure to send your file (which includes lesson reports) to me using the Blackboard Assignments link. You will open your lesson report in Keyboarding Pro. You will press the Printscreen button upon your ten-key pad. Then you will open Word and press the Paste button. (control V also works). Save this document with your name and lesson numbers. **IMPORTANT: WHEN YOU TAKE YOUR FINAL THEORY TEST AND HAVE SUBMITTED YOUR BEST TWO TIMINGS; YOU MAY SUBMIT A PRINTED SUMMARY OF YOUR LESSON REPORT TO VERIFY COMPLETION OF LESSONS IF YOU HAVE HAD DIFFICULTY SUBMITTING THEM THROUGH BLACKBOARD**

This course enables you to learn to key by touch. For your timed writings that will be used for your final grade, you will test on a keyboard that does not show the alphabetic keys.

If you are unable at any time during the semester to continue in this course or if you think you will not be able to complete the course or meet the requirements, it is your responsibility to complete the ACC Withdrawal Form. Failure to withdraw yourself will result in a failing grade for the course. An incomplete is not given for this course.

THIS IS A SKILLBUILDING COURSE. It is important that you practice a minimum of five (5) hours per week in order to successfully complete the objectives for the course. The more often you practice correctly, the happier you will be with your performance.

This course is somewhat self-paced to allow students to progress at their own rate; however, lessons, the test, and timed writings must be successfully completed according to minimum course requirements. Daily assignments may be completed on any PC that will accommodate the required software application. Students wishing to complete assignments at the Eastview Campus Flex-Lab may do so during the hours of operation (check online at <http://www.austincc.edu/ofad> for hours).

Keyboarding Guidelines

- The keyboarding techniques introduced in the beginning lessons are of utmost importance. Apply these techniques regularly.
- Do not look down at the keyboard. Keep your eyes on the copy at all times.
- Concentrate carefully and say new letters to yourself.
- Speed is not important at this time. Making correct reaches is your goal.
- Turn in only complete lessons.
- At the end of the Textbook Keying portion of lessons, be sure to strike ESC to save. Strike ESC only once or you will have exited the program. Exiting the software properly will automatically save your work. See instructions for sending YOUR files to vcook@austincc.edu in orientation packet and Blackboard

GRADING OF 5-MINUTE TIMED WRITINGS

POFT 1127 INTRODUCTION TO KEYBOARDING

Gross Words*	Percent/Grade
D Range	
25	60
26	63
27	65
28	67
29	69
C Range	
30	70
31	75
32	79
B Range	
33	80
34	85
35	89
A Range	
36	90
37	93
38	96
39	99
40+	100*

**No more than five errors will be allowed. NO EXCEPTIONS
Timing speed less than 25 wpm = 0 (no credit)*