

POFT 1127 INTRO TO KEYBOARDING SYLLABUS

Prerequisite: None

Semester Credit Hours: 1

Length of Course: 16 weeks

Instructional Methodology:

- Tutorial – task oriented, step-by-step/screen-by-screen approach to learning
- Student guide that enables you to work independently
- Instructor- and Lab Tech-assisted flex-entry computer lab

Course Rationale: This course will provide you a specialized skill which will enable you to meet the current and future needs of the business world.

Course Description: Mastery of the alphabetic keyboard by touch—a skill that can be used on equipment with a keyboard.

Course Objectives:

- Learn the alphabetic keyboard by touch
- Learn the number and symbol keys
- Develop speed and accuracy in keyboarding

SCANS Competencies:

- Reading
- Responsibility
- Self-management

Required Materials:

- *Keyboarding Course, Lessons 1-25*, 17th Edition, VanHuss, Forde, Woo, ISBN-13: 978-0-538-73026-6 or ISBN-10: 0-538-73026-9
- Optional: *Keyboarding Pro 5* Software, ISBN-13: 978-538-73066-2 or ISBN-10: 0-538-73066-8
- Flash Drive (128 MB or larger)

Textbook and software are available at Eastview Campus Bookstore (512) 927-1619. Reserve online at <http://austincc.bkstore.com>

Grading:

- Upon successful completion of the lessons, skill buildings, timings, theory test, and final timings, the course is complete, regardless of the assignment schedule.
- If you do not intend to continue this course, you should inform the Instructor of Record and complete a withdrawal form. The form is available in the Admissions Office of any campus.
- If you do not meet the requirements for a grade in the course and you have not withdrawn, the grade for the session will be an "F."

Final Grade will be determined by the following grades:

5% - Lessons 1-25

- All lessons must be completed to receive the 5% credit; partial credit will not be given.

15% - Theory Test

- The 50-question objective test must be taken in the lab.

80% - Two 5-Minute Timed Writings

Use the **Grading Scale for Timed Writings** to compute your final grade.

You will be given instructions in the lab on how to do the timed writings for your final grade.

Timings may be attempted numerous times throughout the semester but you should begin the timings by Lesson 21. Timings with more than 5 errors and less than 25 wpm should not be submitted.

IMPORTANT: For your Final 5-Minute Timed Writings, you will test on a keyboard that does NOT show the letters.

Grading Scale for Final Timed Writings

A	=	36+ gwam
B	=	33-35 gwam
C	=	30-32 gwam
D	=	25-29 gwam
F	=	24 gwam and below