

ADMN-1302: Keyboarding/Formatting I (Online | Spring 2018)

Instructor Information

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Course Information

Course Description

This is an introductory course to develop basic keyboarding skills that are needed to input information accurately and quickly using a microcomputer. Emphasis on learning the touch operation of the computer keyboard is stressed as well as building speed and accuracy.

Student Learning Objectives

Upon completion of this course, the student will:

- Use the touch method of keyboarding on the computer with both the alphabetic and numeric keys.
- Demonstrate the ability to keyboard from straight copy at a minimum of 25 wam (words a minute) with 5 errors or less for 3 minutes on at least three timings.
- Interpret and apply proofreading marks.

Prerequisites

None

Corequisites

None

Instructional / Learning Methods

Students will read lesson instructions, review PowerPoint presentations, and complete homework assignments in the SAM Keyboarding software.

Specific Course Requirements

Requirements

You MUST use correct fingering techniques to pass this course.

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Required Text

Vanhuss/Forde/Woo/Robertson -Bundle: KEYBOARDING/WORD PROCESSING ESSENTIALS LESSONS 1-55 MS WORD 2016 with SAM Printed Access Card (w/ 1 MindTap Reader multi term)

ISBN: 9781337213479

Note: This is customized in the bookstore. It contains the 1 - 55 book, BUT it's the software for 1-25. If you purchase it elsewhere, be careful of that.

Hardware Requirements

Computer with high-speed internet connection -- preferably a direct connection

Browser -- either Firefox 11 or higher or Internet Explorer 9 or higher

Windows 7 or 8

If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. [My.Southwest](#), etc.).

- minimum Pentium IV or higher processor (recommended)
- SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
- CD-ROM or DVD drive
- floppy drive, zip drive, or CD-RW drive
- Mouse or compatible pointing device
- at least 512 MB of RAM (recommended)
- (optional) printer

Software Requirements

High internet connection with Firefox 11 or higher or IE 9.0 or higher. Dial-up internet services cannot be supported. Wireless connections are not recommended.

The software listed below is recommended for any student accessing Southwest services through the internet. Your course may have specific software requirements.

- Windows 7, Vista, XP
- Mac OS X (up to 10.6) (OS 10.6 recommended)
- Linux with a Supported Browser
- Microsoft Edge+
- IE 10 & 11: some issues+
- Firefox (latest)+
- Firefox ESR+
- Chrome (latest)+
- Current Anti-Virus protection
- Reliable Internet connection (broadband recommended but not required)

Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit <http://southwest.tn.onthehub.com>.

Assessment and Grading

Method of Evaluation

The final academic grade given in the course is based on the following:

50% = 3-minute timing

25% = Tests (Mid-term and Final Examinations*)

25% = Assignments

Grading Scale

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Testing Procedure / Policy

The timed writing grade will be based on the three best 3-minute timings submitted. (See Grading Scale link within course)

The final examination will count twice as much as the mid-term.

Major Assignments

The assignments average will be calculated by dividing the total number of assignments successfully completed by the total number of assignments assigned.

Assignments are due on the date designated on the calendar and the course outline within the Website. If assignments are turned in after the assigned date, you will receive 50% credit. ALL assignments must be turned in NO LATER than one week after assigned date to receive any credit.

Participation / Attendance Policy

Attendance will be determined by the submission of assignments, not simply logging into the course.

EMAILING THE INSTRUCTOR DOES NOT COUNT AS ATTENDANCE.

Policy on Student Professional Conduct

Faculty in Administrative Professional Technology courses strive to teach the skills and competencies needed for successful office professionals as well as standards of professional conduct.

Students maintain primary responsibility for the following professional standards of classroom conduct:

- Attendance
 - Students are expected to attend class regularly (see individual instructor's policy)
 - In online courses, attendance is limited to the actual submission of assignments, not simply logging onto the course.
- Classroom etiquette
 - Turn off cellular telephones, pagers, or any other distracting devices before coming into classrooms and labs
 - Dress appropriately.
 - Students are expected to use good taste in considering appropriate dress on campus. They should dress in a manner appropriate to their position as college students preparing for professional and career employment. (Excerpt from the Student Handbook).
 - Professional office dress will not always be necessary; there will be times that business dress will be required, such as presentations, mock interviews or other situations as defined by the faculty member.
- Academic preparedness/participation:
 - Read the assigned lessons before coming to class.
 - Come prepared for class with books, homework, etc.
 - Complete and hand in assignments on time.
 - Complete all tests on the date scheduled.
- Communications:
 - Actively communicate with the instructor.
 - Be fair, accurate and respectful in all communications with fellow students, staff and faculty.
 - Respond to constructive criticism from faculty in an appropriate manner

Guidelines for Communications

Email Guidelines

Please communicate with me only within the PAWS email account. My space is limited on my Southwest email account, so please do not email me there unless it is absolutely necessary (PAWS is down for an extended period of time).

Each student has been provided a Southwest e-mail account. Please do not email your classmates unless the topic relates specifically to this course. E-mails that contain advertisements, solicitations, personal interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:

- Always include a subject line.
- Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending e-mails.
- Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your e-mails and use good [Netiquette](#)
- Use standard fonts.
- Do not send large attachments without permission.
- Respect the privacy of other class members.

Online instructors will respond to all e-mails within 48 hours.

Discussion Guidelines

Please log into the Introductions link on the Discussion Board within the first week and introduce yourself to your classmates. List two or three interesting facts about yourself--such as your major, why you are taking this class, career goals, etc.

Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

- Review the discussion threads thoroughly before entering the discussion.
- Please try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Technical Support

Technical Support

Login and Help Desk: http://ww2.southwest.tn.edu/mysouthwest/login_info.htm

Distance Education: <http://distance.southwest.tn.edu/>

Online Orientation: <http://distance.southwest.tn.edu/orientation/index.php>

Frequently Asked Questions: <http://my.southwest.tn.edu/cp/home/loginf>

[My.Southwest](#): Submit a [Student Technical Support Request](#). Please provide a full detailed explanation of the problem.

[PAWS](#): For course related questions, contact your instructor. For technical issues with the PAWS website, contact the College Helpdesk at (901) 333-4357.

Course Topics

Tentative Schedule

Alphabetic Keys

- Home row keys, space bar, Enter key, I
- E and N
- Review
- Left Shift, H, T, Period
- R, Right Shift, C, O
- W, Comma, B, P
- Review
- G, question Mark, X, U
- Q, M, V, Apostrophe
- Z, Y, Quotation Mark,
- Tab
- Review

Figure and Symbol Keys

- 1 and 8
- 5 and 0
- 2 and 7
- 4 and 9
- 3 and 6
- \$ and -
- Number Expression
- # and /
- % and !
- (and) and Backspace Key
- & and : (colon)
- Proofreaders' Marks
- Other Symbols
- Assessments

Numeric Keypad Lessons 1-4; Groups 1-6

Skill Builders A-T

Block Letter

Student Services

Embedded Librarian Service

Academic Support Center: <http://distance.southwest.tn.edu/asc/tutoring.php>

Library: <http://www.southwest.tn.edu/library/>

Bookstore: <http://www.southwest.tn.edu/bookstore/>

Online Advising: <http://www.southwest.tn.edu/counseling/online-advising.htm>

This service may be found inside PAWS courses.

Two Southwest Librarians are assigned to work with you and your instructor throughout the course for

the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian".

To contact a Librarian, go to the Classlist and select the "Ask A Librarian" tab.

Student Services Links

- [Academic Support Centers / Tutoring](#)
- [Advising and Counseling](#)
- [Campuses, Centers and Sites](#)
- [Student Disability Services](#) Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).
- Additional Links: [Student Information & Services](#)

Academic Support

The Academic Support Center (ASC) provides free services and resources to help Southwest students successfully reach their academic and career goals. These services include tutoring by peer and master tutors, computer labs, success workshops, academic coaching, early alerts from your instructors and areas for individual or group study at numerous locations. The ASC also provides Supplemental Instruction in some of our general education classes and the Center is also responsible for Academic Progress Reporting so that you will be aware of your academic standing during the 5th-6th week of the semester. Online tutoring services are offered through Smarthinking 24 hours a day, 7 days a week. Simply login to your PAWS to access this online tutoring resource.

Additional Information

Drop/Withdrawal Dates

See the official college catalog for the current withdrawal policies. Important semester drop and withdrawal dates can be found on the college Web site at <http://www.southwest.tn.edu>.

Academic Misconduct

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a

zero for the exercise or examination, or to assign an “F” for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.

Classroom Behavior: Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

Open Labs

Macon Cove

- Academic Support Center: Available during working hours
- Bert Bornblum Library: Available during library hours
- Farris 2131: M-R 8-5:30, F 804:30

Union Avenue

- Academic Support Center - F Building, Room 319, available during working hours
- Parrish Library - Available during library hours
- M105: 8-6:30

Gill

- Computer Lab- Room 101 (Please note - this room is available when classes are not scheduled. Schedule fluctuates each semester.)
- Library - Available during Library hours only.

Maxine Smith

- Open Lab- Room 101.
- Library - Available during Library hours only.

Whitehaven

- Open Lab Building 6, Room 127
- Library - Available during Library hours only.

Syllabus Updates

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.