



MASSASOIT COMMUNITY COLLEGE
Business Division
Department of Computer Technology and Information Management

Course Syllabus for Fall 2009

Course Title: Computer Keyboarding
Course No.: CTIM10-01, CRN 10519
Time: Tuesday, Thursday, 2—3:15
Date: September 8—December 18, 2009
Room: 103
Credits: 3
Prerequisites: None
Instructor: Professor Marilyn R. Sherry
Office: B330
Office Hours: Tuesday, Thursday 11—12:30
(Other times by appointment)
Telephone No.: (508) 588-9100, ext. 1678
Email: msherry@massasoit.mass.edu

Course Description: (catalog)

In this introductory computer keyboarding course, the student obtains a thorough knowledge of the computer keyboard and the basic principles of touch keyboarding. The course will include the basic features of word processing software and an introduction to letter styles, tables, and manuscripts. The student should progress to a speed of 25-45 words per minute with no more than three errors on three-minute timed writings. The course is adaptable for business and personal use.

Objectives:

1. The student will attain a thorough knowledge of the computer keyboard.
2. The student will acquire touch typing skills.
3. The student will become familiar with the functional and operational keys.
4. The student will be able to touch type at a speed of 25-45 wpm with no more than 3 errors on three-minute timed writings.
5. The student will learn and be able to produce various letter styles, tables, and manuscripts.
6. The student will be able to proofread and edit documents.
7. The student will learn conventional proofreaders' marks.
8. The student will be able to input straight-copy material at a minimum speed of 25-words per minute on three-minute timings.
9. The student will learn word processing and specifically Microsoft Word 2007.

Textbook:

Keyboarding & Word Processing, Lessons 1 – 60, VanHuss, Forde, Woo, Hefferin, South-Western Cengage Learning, ISBN13: 978-0-538-73024-2

Supplies:

Flash drive, notebook, and pen. You must have your textbook, notebook, flash drive, and pen with you in class.

Class Procedures:

Students will work on directed skill-building activities to ensure maximum skill development. After the keyboard is presented, students will refine and further develop their skills on a computer keyboard by using skill-building software, practice materials, and teacher-driven drill exercises. Various other materials will be used for additional practice via a student disk and presentation, if necessary. Lab time will be available and necessary for additional practice. The student is responsible for scheduling additional needed time in the lab.

It is necessary to attend all classes and to realize that one must make time to complete the assignments during outside laboratory time. The computer lab located in SC190 has 60 computers for student use. The following are the hours for this semester:

Monday – Thursday:	8 a.m. until 9 p.m.
Friday:	8 a.m. until 4:30 p.m.
Saturday:	8:30 a.m. until 4:30 p.m.

Evaluation:

Students will be allowed three (3) errors on three-minute timed writing using the error cut-off method. The grading scale of the timed writings is:

35-40	words per minute	A
30-35	words per minute	B
25-30	words per minute	C
20-25	words per minute	D

Production work will be graded on mailability, which means that documents to be mailed must be properly formatted and proofread. **Documents containing proofreading errors will not be considered passing.**

Assignment Schedule:

Generally, students should expect to complete three to four sessions (lessons) from the textbook per week. Selected assignments involving letter and report typing will be completed in class. Timed writings will be administered for evaluation purposes.

Homework:

All homework will be due at the beginning of class. I may not always ask for it, but it is your responsibility to put it in my homework envelope or folder. No late work accepted. Homework should be printed before class starts. There will be no printing of homework during class time.

Evaluation and Grading:

Timed-writing Speed Tests	45% <i>(based on three highest scores)</i>
Quizzes, Exams, and selected homework	25%
Final Exam	25%
Preparation	5 %

Makeups:

There will be no make-up on quizzes. You must be present for the quiz, and if you come late to class, you will not be able to take the quiz.

You are responsible for keeping all graded papers until you have received your final grade from the Registrar.

Attendance Policy:

Students are expected to attend all classes. Please read your student manual. It is your responsibility to acquaint yourself with the rules and regulations that govern your class attendance, grading schedules, and college policies.

You are expected to be prepared for each class. If you are absent, it is **your** responsibility to find out what the assignment was and to be prepared when you return to class. **Missed assignments are due upon your return to class.** It is also your responsibility to do your own work; using anyone else's work, in whole or in part, will not be tolerated. Being absent is not an excuse for being unprepared. You may see, call, or email me during my office hours.

All cell phones and beepers must be turned off. If a student uses a cell phone, beeper, or goes to web sites that are not part of the class assignment, the student's overall grade will be lowered by one full grade.

Food and beverages are not allowed in the computer classroom. If a student has food or an open beverage, the student's overall grade will be lowered by one full grade.

Grading Scale:

Assignments and Tests will be graded on the following basis:

100-93 = A	82-80 = B-	69-67 = D+
92-90 = A-	79-77 = C+	66-63 = D
89-87 = B+	76-73 = C	62-60 = D-
86-83 = B	72-70 = C-	59 or less = F

Office Hours:

My office hours are on Tuesdays and Thursdays from 11 until 12:30. I also am available online and you may email me at msherry@massasoit.mass.edu. When you email me, include the name of the course and time it meets in the Subject Line. Also, make sure you include your full name. I do not open email that does not have a name that I recognize or an appropriate subject line.

If you need to see me at another time, please make an appointment. Class time is not the appropriate time to ask for assignments that are missed, to explain why you were absent, etc.

Tentative Schedule**Week 1:**

Introduction to course

Level 1: Developing Keyboarding Skill

Module 1 Lessons 1-8 (Alphabetic Keys (pp. 3-19)

Week 2:

Module 1 Lessons 9-13 and Skill Builder 1 (pp. 21-31)

Week 3:

Timed Writing Tests

Module 2 Figure and Symbol Keys, Lessons 14-21 (pp. 36-50)

Week 4:

Timed Writing Tests

Module 2 Figure and Symbol Keys, Lessons 22-25, Skill Builder 2, and Internet Activities 1 (pp. 52-66)

Week 5:

Timed Writing Tests

Level 2 Word Processing and Document Design

Module 3 Word 2007 Basics Lessons 26-30 and Skill Builder 3 (pp. 73-108)

Week 6:

Timed Writing Tests

Level 2 Word Processing and Document Design

Module 4 Memos, E-mail, and Letters Lessons 31-36 and Communication Skills 1 (pp. 113-145)

Week 7:

Timed Writing Tests
Review
Production Testing

Week 8:

Timed Writing Tests
Module 5 Reports Lessons 37-40 (pp. 147-165)

Week 9:

Timed Writing Tests
Module 5 Reports Lessons 41-43 and Communication Skills 2 (pp. 173-190)

Week 10:

Timed Writing Tests
Review
Production Test

Week 11:

Timed Writing Tests
Module 6 Create Tables Lessons 44-48 (pp. 192-222)

Week 12:

Timed Writing Tests
Module 6 Tables Lessons 47-48 and Communication Skills 3 and Internet Activities 2 (pp. 211-222)

Week 13:

Timed Writing Tests
Production Test
Module 7 Review and Edit Documents Lessons 49-55 (pp. 223-248)

Week 14:

Timed Writing Tests
Module 8 Graphics and Newsletters Lessons 56-60 (pp. 252-276)

Week 15:

Timed Writing Tests
Module 9 TruAcc, Inc. (p. 280)
Production Test (Final Exam)