1. **COURSE TITLE:** Keyboarding Techniques I

**COURSE NUMBER:** 1106  **CATALOG PREFIX:**  OFIT

1. **PREREQUISITES OR COREQUISITE:**  None
2. **CREDIT HOURS:**  3.0 **LECTURE HOURS:** 2.5

**LABORATORY HOURS:**  .5 (1 Contact) **OBSERVATION HOURS:** 0

1. **COURSE DESCRIPTION:**

In this course, students will master the computer keyboard by touch for personal use or in preparation for work in a business setting. Students will learn proper keyboarding technique while keying alphabetic, numeric, and 10-key numeric keypad characters. Students will complete activities online, where drills will facilitate learning the keyboard and developing speed and accuracy. In addition, students will use Microsoft Word 2016 to demonstrate basic level production formatting of emails, memos, business correspondence, tables, business reports, manuscripts, and research papers. ­

1. **GRADING:**

Grading will follow the policy in the catalog.

|  |  |  |
| --- | --- | --- |
| Letter Grade | Percentage | Grade Point |
| A – Excellent | 90.0% to 100.0% | 4.0 |
| B – Good | 80.0% to 89.9% | 3.0 |
| C – Fair | 70.0% to 79.9% | 2.0 |
| D – Poor | 60.0% to 69.9% | 1.0 |
| F – Failure | 0.0% to 59.9% | 0.0 |

1. **ADOPTED TEXT(S):**

*Paradigm Keyboarding and Applications I Sessions 1 to 60 Using Microsoft Word 2016*

7th Edition

Authors: William Mitchell, Audrey Roggenkamp, Patricia King, Ronald Kapper

Paradigm Educational Solutions

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Printed Textbook and Paradigm Keyboarding Online Lab

*ISBN:* **978-0-76387-826-9**

1. **COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

1. Key straight-copy alphanumeric material using correct touch techniques at an average rate of 35 net words a minute (NWAM) with a maximum of one error per minute.
2. Key numeric copy using correct touch techniques on the 10-key numeric keypad at a rate of 100 keystrokes per minute (KSPM) with no errors
3. Use fundamental Word features such as inserting and deleting text, changing fonts and line spacing, centering and aligning text, checking spelling and grammar, using tabs, formatting for composing at the keyboard.
4. **COURSE METHODOLOGY**

*Must include:*

1. Using Paradigm Online Lab software for keyboarding speed and accuracy improvements
2. For on-campus courses, attend class as scheduled; for online courses, complete assignments within the due dates noted.
3. Perform all warm-ups exercises, drills, and timings as instructed.
4. Complete all assigned document activities as directed
5. Meet required Net Words a Minute (NWAM) score requirements and Keystroke per Minutes (KSPM) score requirements.
6. **COURSE OUTLINE:**

**Week 1:** Lessons 1, 2, 3 - Course Learning Objective 1: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

**Week 2**: Lessons 4, 5, 7, 8 - Course Learning Objective 1: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

**Week 3:** Lessons 9, 11, 12, 14 - Course Learning Objective 1 and Objective 2: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

**Week 4:** Lessons 15, 16, 17, 18 - Course Learning Objective 1: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

**Week 5:** Lessons 19, 20, 21, 22, 23 - Course Learning Objective 1: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

**Week 6:** Lessons 24, 25, 27, 27 - Course Learning Objective 2: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy on the numeric keypad.

**Week 7:** Lessons 28, 29, 30, 31 - Course Learning Objective 3: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy for composing at the keyboard.

**Week 8:** Lessons 32, 33, 34, 35 - Course Learning Objective 3: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy for composing at the keyboard.

**Week 9:** Lessons 36, 37, 38, 39 - Course Learning Objective 3: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy for composing at the keyboard.

**Week 10:** Lessons 40, 41, 42, 43 - Course Learning Objective 3: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy for composing at the keyboard.

**Week 11:** Lessons 44, 45, 46, 47- Course Learning Objective 3: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy for composing at the keyboard.

**Week 12:** Lessons 48, 49, 50, 51 - Course Learning Objective 3: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy for composing at the keyboard.

**Week 13:** Lessons 52, 53, 54, 55 - Course Learning Objective 3: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy for composing at the keyboard.

**Week 14:** Lessons 56, 57, 58 - Course Learning Objective 3: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy for composing at the keyboard.

**Week 15:** Lesson 59 - Course Learning Objective 2: Students will use Paradigm Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy on the numeric keypad.

**\**Instructor will reserve the right to organize work to meet objectives of the course*.**

1. **OTHER REQUIRED BOOKS, SOFTWARE AND MATERIALS:**
2. Microsoft Office/Microsoft Word 2016 provided free from Microsoft thru MySSCC MyMail.
3. A fast, reliable Internet connection is required for access to Paradigm Keyboarding Online Lab.
4. Book code provided by Paradigm good for 365 days.
5. **Computer Time:** Approximately two to four hours per week of computer time outside of class is recommended for successful completion of course requirements.
6. **EVALUATION:**

|  |  |
| --- | --- |
| **Graded Content – Net Words a Minute (Speed per minute minus Errors per minute) using the Paradigm Online Keyboarding Online Lab** | **Letter Grade** |
| NWAM 35 or Greater (keyboard) & KSPM 100 (keypad) or Greater | A |
| NWAM 30 to 34 (keyboard) & KSPM 51 to 75 (keypad) | B |
| NWAM 20 to 29 (keyboard) & KSPM 26 to 50 (keypad) or Greater | C |
| NWAM 10 to 19 (keyboard) & KSPM 11 to 25 (keypad) or Greater | D |
| NWAM 0 to 9 (keyboard) & KSPM 0 to 10 (keypad) or Greater | F |
|  |  |

**Error Checking Documents – leaving errors on completed documents:**

|  |  |
| --- | --- |
| **Errors Left on Documents** | **Letter Grade** |
| 1-5 Errors | A |
| 6-10 Errors | B |
| 11-15 Errors | C |
| 16-20 Errors | D |
| Greater than 20 Errors | F |

1. **SPECIFIC MANAGEMENT REQUIREMENTS:**

Assignments will be evaluated according to instructor directives.

1. **OTHER INFORMATION:**

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes.

Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.