

# OA101-9 KEYBOARDING APPLICATIONS

Sandy R. Balbin, Associate Professor  
Monday/Wednesday 2 - 3:30 p.m.  
Room D2  
Spring 2005

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By appointment: Mon. 4:30 - 7:30 p.m.  
Tue. 12:00 - 2:00 p.m.

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## **DESCRIPTION**

This course is designed for the student who has had little or no keyboarding experience. It is a basic course in which the student will learn the correct typing techniques and keyboard mastery of alphabetic, symbol, and figure characters by touch operating on a microcomputer.

## **OBJECTIVES**

The student will:

1. learn computer terms,
2. learn how to start and exit a word processing program,
3. develop key stroking techniques in learning the location of the alphabetic, figure, and symbol keys,
4. learn how to format memorandums, personal/business letters, and reports,
5. learn how to center and type text vertically and horizontally on a page,
6. develop/improve proofreading skills in error detection and correction,
7. increase speed and/or accuracy after practicing assigned drills, and
8. develop desirable interpersonal skills, work habits, and attitudes for the work place.

## **COURSE ACTIVITIES**

Students are required to use a microcomputer to complete office application assignments. Formal lectures taken from textbook and other reference books are given. Discussion of the textbook, hands on exercises, written/oral presentations, group and individual activities are all part of the course requirements. Quizzes and tests will be administered periodically to evaluate the student's progress. (Note: Quizzes may or may not be announced). Homework/Class assignments will be given.

## **PERFORMANCE CRITERIA AND EVALUATION**

Students are expected to attend class regularly and promptly, read assignments, and be prepared to participate in class work.

Students will observe good organizational skills by: (1) finding out what they have missed in class, (2) submitting assignments on designated due dates, and informing the instructor of anticipated absences. Ten percent (10%) will be deducted for tests and classwork/assignments submitted late.

Each class activity is assigned points. All scores will be collected and computed. The final grade will be assigned according to the scale shown below:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Timed-Writing Competencies (1 Accuracy : 1 Speed) will be evaluated based on the following scales:

**GRADING SCALE FOR SPEED**




<u>Grade</u>	<u>Mid-Semester GWAM Speed</u>	<u>Semester GWAM Speed</u>
A (100)	25+	40+
B (85)	21-24	35-39
C (75)	15-20	30-34
D (65)	11-14	25-29
F (55)	10 and Below	24 and Below

**GRADING SCALE FOR ACCURACY**

<u>No. of Errors</u>	<u>Percentage</u>
0 .....	100
1 .....	98
2 .....	94
3 .....	90
4 .....	85
5 .....	80
6 .....	75
7 .....	70
8 .....	65
9 .....	60
10 .....	55

The student's final grade will be distributed as follows:

60%	Tests
30%	Time-Writings, Quizzes, Project, and Competencies & Techniques
10%	Document Preparation, Class Participation, Work Habits & Attitudes

- NOTE:**  No make-up test will be allowed unless previous arrangements have been made with the instructor.
-  Students who are caught cheating by the instructor will automatically be given a grade of "F" for the activity.
-  Long fingernails are strongly discouraged.

**ELECTRONIC SOCIALIZING/ELECTRONIC COMMUNICATION DEVICES**

Chat, IM, e-mail, or surfing the net is not allowed during the class. To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communication devices such as pagers and cellular phones should be turned off.

**MAKE-UP POLICY**

Students who are absent from class are responsible for the lessons/materials missed. Upon return to the classroom, students are allowed to make up assignments and tests missed within two (2) class meeting days, otherwise no points will be awarded.

Make-up for assignments are to be completed outside of class time and not during the class period. Students are required to arrange for lab time outside of class for completion of assignments.

Make-up for tests will be administered outside of class time. The student will be responsible for scheduling an appointment with the instructor to take the test(s) missed.

No make-ups will be given for any missed quiz. Student must be present during this activity to receive any points.

**EMERGENCY POLICY**

In the event classes are canceled as a result of a power outage, water outage, bomb scare, typhoon, or other natural disaster, all classes missed will be made up by: (1) extending the class meeting time an additional 15-20 minutes until the contact hours missed are met **or** (2) scheduling the class(es) on a Friday or Saturday.

### TEXTBOOK AND SUPPLIES

Textbook: Keyboarding & Formatting Essentials: Microsoft Word 2002/Microsoft Word 2003, Lessons 1-60 by Susie H. VanHuss, Connie M. Forde, and Donna L. Woo. 2005. South-Western.

Supplies: Two (2) Pocket Folders, Paper, Pen and Pencil, and four (4) 3 ½ inch 1.44 MB Diskette.

### CLASS MEETINGS (30 Days)

January: 19, 24, 26, 31  
February: 2, 7, 9, 14, 16, 21, 23, 28  
March: 2, 7, 9, 14, 16, 21[H], 23[H], 28, 30  
April: 4, 6, 11, 13, 18, 20, 25, 27  
May: 2, 4, 9

### **TENTATIVE COURSE SCHEDULE**

Jan. 19	Overview and Expectations	
Jan. 24	Lessons 1, 2 & 3	
Jan. 26	Lessons 4, 5, & 6	
Jan. 31	Lessons 7, 8, & 9	
Feb. 2	Lessons 10, 11, 12, & 13	(Read and Do Lessons 26, 27, & 28)
Feb. 7	Lessons 14, 15, & 16	(Read and Do Lessons 29 & 30)
Feb. 9	<b>MASTERY CHECK #1</b>	
Feb. 14	Lessons 17, 18, & 19	
Feb. 16	Lessons 20, 21, & 22	(Read and Do Lessons 31 & 32)
Feb. 21	Lessons 23, 24, & 25	
Feb. 23	<b>MASTERY CHECK #2</b>	
Feb. 28	Lessons 26, 27, & 28	(Read and Do Lessons 33 & 34)
Mar. 2	Lessons 29 & 30	
Mar. 7	Lessons 31 & 32	
Mar. 9	<b>MASTERY CHECK #3</b>	
Mar. 14	Lessons 33 & 34	
Mar. 16	Lessons 35, 36, & 37	
Mar. 21 - 23	<b>HOLIDAY: Spring Break</b>	
Mar. 28	Lessons 38, 39, & 40	
Mar. 30	<b>MASTERY CHECK #4</b>	
Apr. 4	Lessons 41 & 42	
Apr. 6	Lessons 43, 44, & 45	
Apr. 11	Lessons 46 & 47	
Apr. 13	<b>MASTERY CHECK #5</b>	
Apr. 18	Lessons 48 & 49	
Apr. 20	Lessons 50 & 51	
Apr. 25	Lessons 52, 53, & 54	
Apr. 27	<b>MASTERY CHECK #6</b>	
May 2	Lessons 55, 56, & 57	
May 4	Lessons 58 & 59	
May 9	Lesson 60	