



## COURSE OUTLINE

COURSE NO. OAT 180 506  
COURSE NAME: KEYBOARDING  
CREDIT HOURS: ONE  
PREPARED BY: AMY SHANER

### **PREREQUISITES: NONE**

### **COURSE DESCRIPTION:**

This course offers basic instructions on the alphanumeric keyboard. Emphasis is placed on developing keyboarding speed and accuracy skills, reinforcing the English language, and the ability to think and key.

### **COURSE OBJECTIVES:**

**Upon completion of this course, the student should be able to:**

- Key straight-copy alphanumeric material at an average rate of 25 words a minute with one or fewer errors per minute.
- Key numeric copy using correct touch techniques on the 10-key numeric keypad at 25 words a minute.
- Compose coherent material with correct word usage at the word, sentence, and paragraph levels.

### **SUCCESS SKILL: COMMUNICATES EFFECTIVELY**

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

1. Logically organize, develop, and communicate an idea.
1. Use drafting, revision, and editing techniques.
2. Use appropriate vocabulary, grammar, punctuation and spelling.

### **SUCCESS SKILL: MAINTAINS PROFESSIONAL SKILLS AND ATTITUDES**

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

1. Demonstrates initiative.

1. Meets performance expectations.
2. Follows organizational policies and procedures.
3. Recognizes organization structure and uses chain of command.
4. Sets priorities and manages time efficiently in accordance with priorities.
5. Maintains image consistent with technology standards.

**SUCCESS SKILL: MAINTAINS A CODE OF ETHICS**

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

1. Acts honestly.
1. Acts responsibly.
2. Acts in accordance with a reasoned and defensible code of ethics.
3. Resolves value conflicts and moral dilemmas through a decision-making process.
4. Accepts accountability for own action or inaction.
5. Respects rights and dignity of others.
6. Respects intellectual property rights.

**SUCCESS SKILL: DEMONSTRATES LEARNING AND CRITICAL THINKING**

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

1. Gathers necessary information using a variety of primary and secondary sources and techniques.
2. Analyzes and evaluates information for accuracy and relevance.
3. Perceives relationships.
4. Uses writing, math, and visual representations to clarify thoughts and ideas.
5. Draws reasoned conclusions.
6. Anticipates consequences.
7. Assesses personal and professional learning needs and establishes goals for improvement.

**SUCCESS SKILL: DEMONSTRATES KNOWLEDGE OF SCIENCE AND THE ENVIRONMENT**

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

1. Demonstrates understanding of factors which contributes to physical and emotional health.

**REQUIRED TEXT:** Paradigm Keyboarding: Sessions 1-30; 5<sup>th</sup> Edition, 2005

**COURSE MATERIALS:** None

## **TOPICAL OUTLINE**

- Topic #1:     Alphabetic Keys
- Topic #2:     Numeric Keys
- Topic #3:     Specialized punctuation mark/symbol keys
- Topic #4:     Numeric Keypad
- Topic #5     Composition

## **STUDENT INSURANCE/COVERAGE**

Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please use the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

## **DISABILITIES NOTICE**

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.

## **EVALUATION OF THE STUDENT**

Workers in nearly every occupation and at all levels of operation need to enter information and key documents using a computer. The more efficient a person is in producing documents with a computer, the more productive that person is on the job or at home. Today, keyboarding applications include receiving, creating, and sending e-mail messages; accessing the Internet to look up information, download files, and “chat” with others; and using public databases for shopping, making reservations, and researching legal matters. These are applications that apply to anybody. To be efficient in the above applications, a person must be able to think and key simultaneously.

The factors listed below will be used to determine your final grade for the course.

## **SPECIFIC FACTORS**

1.     **EXAMINATIONS:**  
Examinations will consist of timings at the end of Reinforcement Sessions:

Session 6: page 24 - **6.4** One-minute timing. Repeat as necessary until you have **two** or fewer errors and a minimum of 25 words per minute.

Session 10: page 39 - **10.4** One-minute timing. Repeat as necessary until you have **two** or fewer errors and a minimum of 25 words per minute.

Session 13: page 50 – **13.4** One-minute timing. Repeat as necessary until you have **one** or fewer errors and a minimum of 25 words per minute.

Session 27: page 111 – **27.4** One-minute timing. Repeat as necessary until you have **zero** errors and a minimum of 25 words per minute.

Session 27: page 111 – **27.5** One-minute timing. Repeat as necessary until you have **one** or fewer errors and a minimum of 25 words per minute.

2. **GRADING SCALE:**  
See the final grade calculation.

3. **POLICY REGARDING HONESTY:**

### **HONESTY STATEMENT**

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill AMaintains Code of Ethics. All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Cheating is unacceptable behavior in all Hocking College courses. A student observed or found to be cheating on a test or assignment in this course will receive a failing grade on that assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and if the incident is in the same course the student will fail the course.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College Website ([www.hocking.edu](http://www.hocking.edu)).

4. **FINAL GRADE CALCULATION:**

Thirty Sessions **Completed** (10 points per session) = 300 pts  
 Timings in Reinforcement Sessions 6, 10,13, and 27 = 50 pts.  
 A = 25 words per minute on a 1-minute timing with no more than 1 error.  
 B = 20 words per minute on a 1-minute timing with no more than 1 error.  
 C = 15 words per minute on a 1-minute timing with no more than 1 error.  
 F = 14 words or less words per minute on a 1-minute timing.

5. **ACADEMIC GRADE APPEAL PROCESS:**

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated final grade calculations. If the informal attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College Website.

6. **STUDENT GRIEVANCE DUE PROCESS PROCEDURES:**

Due process procedures for the College are located in the current *Student Code of conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College Website.

7. **DISABILITIES NOTICE:**

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of disability Services in JL 249 regarding accommodations.