1. **COURSE TITLE*:** Computer Keyboarding

2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION*:** CSCI 1101

3. **PREREQUISITE(S)*:** None   **COREQUISITE(S)*:**

4. **COURSE TIME/LOCATION/MODALITY:** (*Course Syllabus – Individual Instructor Specific*)

5. **CREDIT HOURS*: 1.0**   **LECTURE HOURS*: 0**
   LABORATORY HOURS*: 1.0   **OBSERVATION HOURS*: 0**

6. **FACULTY CONTACT INFORMATION:** (*Course Syllabus – Individual Instructor Specific)*

7. **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 techniques 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.

8. **LEARNING OUTCOMES*:**

   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 25 words a minute Net Words per Minute (NWAM) with two or fewer errors per minute
   2) Key numeric copy using correct touch techniques on the 10-key numeric keypad at a rate of 75 Keystrokes per Minute (KSPM)
   3) Compose coherent content at the keyboard at the word, sentence, and paragraph levels

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

   The course will use the free resources from Typing.com

   9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) ***.

10. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.) ****
    1) A fast, reliable Internet connection is required for access to Typing.com Keyboarding Online Lab
    2) Typing.com free account.
    3) Computer Time: Approximately two to four hours per week of computer time outside of class is recommended for successful completion of course requirements.

11. **GRADING SCALE***:**

    Grading will follow the policy in the catalog. The scale is as follows:

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

12. **GRADING PROCEDURES OR ASSESSMENTS: (_Course Syllabus – Individual Instructor Specific_)**

Graded Content – Net Words a Minute (Speed per minute minus Errors per minute) using the Typing.com Online Keyboarding Lab	Letter Grade
NWAM 25 or Greater (keyboard) & KSPM 75 (keypad) or Greater	A
NWAM 20 to 24 (keyboard) & KSPM 50 to 74 (keypad) or Greater	B
NWAM 15 to 19 (keyboard) & KSPM 16 to 25 (keypad) or Greater	C
NWAM 10 to 14 (keyboard) & KSPM 6 to 15 (keypad) or Greater	D

NWAM 0 to 9 (keyboard) & KSPM 0 to 5 (keypad) or Greater	F

13.   COURSE METHODOLOGY: *(Course Syllabus – Individual Instructor Specific)*

Must include:

1) For on-campus courses, attend class as scheduled; for online courses, complete assignments within the due dates noted in the keyboarding online lab software.
2) Perform all warm-ups exercises, drills, and timings as instructed in the keyboarding software.

14.   COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)*
(Insert sample course outline with learning outcomes tied to assignments / topics.)

Week 1: Beginner Lessons 1, 2, 3, 4, 5, 6, 7, 8 - Learning Objective 1: Students will use Typing.com Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

Week 2: Beginner Lessons 9, 10, 11, 12, 13, 14, 15 - Learning Objective 1: Students will use Typing.com Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

Week 3: Intermediate Lessons 1, 2, 3, 4, 5, 6 - Learning Objective 1: Students will use Typing.com Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

Week 4: Intermediate Lessons 7, 8, 9, 10, 11, 12 - Learning Objective 1: Students will use Typing.com Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

Week 5: Advanced Lessons 1, 2, 3, 4, 5, 6, 7 - Learning Objective 2 and 3: Students will use Typing.com Online Lab and watch keyboarding videos to improve keyboarding speed and accuracy.

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

14.   SPECIFIC MANAGEMENT REQUIREMENTS*:**

Assignments will be evaluated according to instructor directives.

16.   FERPA: *

Students need to understand that their work may be seen by others. Others may see students' 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 their work may be submitted to other entities for the purpose of plagiarism checks.

17. **ACCOMMODATIONS: ***

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio's Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431 X 2604.

18. **OTHER INFORMATION***:**

SYLLABUS TEMPLATE KEY

* Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

** Any alteration or addition must be approved by the Curriculum Committee

*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.