

# Passaic County Community College

## Master Syllabus

ACADEMIC YEAR: 2015-2016

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**Course Code:** CIS 103

**Course Title:** Computer Keyboarding

**Department/Program:** CIS/Information Technology

**Semester Offered:** Fall and Spring

**Credits:** 1

**Lecture Hours:** 1

**Catalog Course Description:** This course provides students with enhanced computer keyboarding (typing) skills. Students will learn to type without looking at the keyboard (the touch method), and improve their basic keyboarding techniques to develop speed and accuracy. Focus is on using the touch method to enter the alphanumeric and symbol keys. The course will also discuss keyboarding terminology as well as ergonomic issues such as comfort, posture, and workstation setup.

**Prerequisites:** N/A

**Credits:** 3.0

**Lecture Hours:** 3.0

**Lab/Studio Hours:** N/A

**Clinical/Fieldwork Hours:** N/A

### **ADDITIONAL TIME REQUIREMENTS:**

All homework assignments are completed out of class time. Students who don't have a computer or don't have the version of the operating system and Office, can use the open lab to complete homework assignments.

### **REQUIRED TEXTBOOK/MATERIALS:**

**Textbooks:** "College Keyboarding – Microsoft Word 2003"; 16<sup>th</sup> Ed; VanHuss/Duncan/ Forde/Woo; Thomson-South Western; 2006

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### **COURSE LEARNING OUTCOMES:**

Upon completion of this course, students will be able to:

1. Operate the alphanumeric keyboard using the touch method.
2. Keyboard 15 words a minute for three minutes with no more than three errors
3. Demonstrate understanding of symbol keys, toggle keys and special function keys.
4. Utilize proper typing posture, body position, and eye contact for maximum efficiency at the computer keyboard

### **GENERAL EDUCATION OUTCOMES (IF APPLICABLE)**

None

### **EVALUATION CRITERIA:**

**NOTIFICATION FOR STUDENTS WITH DISABILITIES:**

If you have a disability, and believe you need accommodations in this class, please contact **Disability Services** staff at 973-684-6395, or email [ods@pccc.edu](mailto:ods@pccc.edu), to make an appointment. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind me (the instructor) one week in advance of each test. More information @ [pccc.edu/ods](http://pccc.edu/ods).

Evaluation: Labs 5%, Assignments 10%, 4 exams 80%, and attendance 5%

- Attendance is required
- Homework and labs are mandatory

Teaching Technique:

- Presentation of subject matter through a lecture and demonstration of typing techniques.
- Individual guidance and diagnosis.
- Supervision of lab work

**ACADEMIC REGULATIONS AND POLICIES:**

For Information regarding any of the following, please refer to the PCCC student Handbook and the PCCC Academic Bulletin:

- PCCC's Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process
- Writing Intensive Requirements
- Information Literacy Requirements
- Panther Alert: The College will announce delayed openings, closings, and other emergency situations through the Panther Alert System. Students are encouraged to sign up for the Panther Alert Notification. Students can sign up once they log into their Campus Cruiser Portal account through the PCCC website at [www.pccc.edu](http://www.pccc.edu).
- Cell Phone Policy: Use of cellular telephones, audible pagers, or other forms of audible electronic devices is prohibited in all academic learning environments (including but not limited to, laboratories, testing centers, classroom, library, learning centers, theater, and so forth) unless previously approved by the instructor or other authorized administrator.

**MAKE-UP EXAM POLICY:**

- Make-up exams will be permitted only under extenuating circumstances and only with prior notification and original documentation.
- Exams cannot be made-up after the exam date has passed.
- The instructor reserves the right to create alternate make-up exams

**GRADING STANDARD:**

Students will be graded on the basis of testing and an evaluation of projects assigned by the instructor.

Activity	Contribution
Assignments	10%
Lab Projects	5%
Exams	80%
Attendance/Activities/Etc.	5%

Grading Scale			
95+	A	76-79	C+
90-94	A-	70-75	C
87-89	B+	60-69	D
84-86	B	< 60	F
80-83	B-		

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WEEK	TOPIC	CHAPTER
1.	Introduction, course goals, posture & form, booting the PC	
2.	Learn Letter Keyboard Operation Home Keys (ASDF JKL;)	Lesson 1 & 2
3.	E/H and O/R Review Saving, closing, opening a file	Lesson 3 & 4
4.	t, i, left shift U/C and N/W printing and previewing	Lesson 5 & 6
5	Review G/Right Shift and B/P	Lesson 7 & 8
6.	Test1	
7.	M/X and Y/z	Lesson 9 & 10
8	Q/. (comma) and V/colon) Tabulator	Lesson 11 & 12
9	Review/Check Improve/Check	Lesson 13 & 14
10.	Keyboard Mastery/Language Skills	Lesson 15 & 16
11.	Keyboard Mastery/Language Skills	Lesson 17 & 18
12.	Test2 Keyboard Mastery/Language Skills	Lesson 19
13.	Review Keyboarding Speed/Language Skills	Lesson 20
14-15	Keyboarding Speed/Language Skills	Lesson 21-25
16-17	Learn Figure Keyboard Operation	Lesson 26-29

18.	Test 3 Learn Figure Keyboard Operation	Lesson 30
19-21	Learn Symbol Keyboard Operation	Lesson 31-36
21-22	Lab Make-ups	
23-26	Improve Keyboarding /Language skills	Lesson 37-40
27-28	Lab make-ups	
29.	Final Exam	

### **COURSE CONTENT:**

#### **STUDENT PREPARATION FOR EACH CLASS:**

- Read the text chapters assigned per the schedule.
- Review objectives from the chapters.

### **CHANGES TO THE SYLLABUS:**

The instructor reserves the right to make changes to this syllabus. In the event that changes become necessary, students will be notified during the following scheduled class.

### **COLLEGE POLICIES:**

For Information regarding the following policies consult the College Catalog and/or Website and PCCC Student Handbook

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- Student Conduct Code
- Student Grade Appeal Process
- Intensive Writing Requirements
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**CONTACT INFORMATION:**