

KEY105 Course Syllabus

COURSE TITLE & NUMBER: Keyboarding Speed and Skill Development (KEY 105)

COURSE DATES: January 3, 2012 to March 24, 2012 (12 Week/Full Quarter Course)

INSTRUCTORS: Susan Moser and Anton Moorehead

INSTRUCTOR CONTACT INFO: 864-225-7653 FRONT OFFICE (x2104 in Library)

Email: susanmoser@forrestcollege.edu *Also, you may visit the library during the day or schedule an appointment to meet with me.

PREREQUISITE(S): None

CREDIT HOURS: 60 Hours by Special Arrangement – You will earn 3.0 credit hours upon successful completion of this course.

TEXTBOOK(s): VanHuss, Ph. D., Susie H., Connie M. Forde, Ph.D., and Donna L. Woo. *Keyboarding & Word Processing Essentials: Microsoft Word 2010*. South-Western, Cengage Learning: Mason, OH, 2011.

COURSE DESCRIPTION: Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Develops production skills in areas of business correspondence, tabulated reports, and business forms. Students enrolled in administrative assistant programs must attain a minimum keyboarding speed of 45 words per minute with a maximum of 5 errors on a five minute timed keyboarding test in order to satisfactorily complete this course.

COMMUNICATION: All students, faculty, and staff are required to use their Forrest College email accounts. The standard email format is: firstname.lastname@forrestcollege.edu

COURSE SOFTWARE: The *Keyboarding Pro Deluxe 2* software must be downloaded to a computer in order to participate in this course. You may download a copy of your software to a computer at the College, or to a personal computer, that you can **easily** and **frequently** access.

The computer system requirements that support this software can be found in the *Student User's Guide* booklet which is included in your software. Software download instructions are also provided to you in the *Student User's Guide*. **If you have any problems with installing the software, please let me know ASAP. The installation and successful implementation of the software is vital to this course.**

ATTENDANCE: This course is structured as an independent course; therefore, your attendance is met when you turn in your assignments every week. Failure to contact me in advance or turn in your weekly lessons will account for an absence, which may impact your final grade.

ASSIGNMENTS: You will be working independently of each other due to the varying skill levels of each student enrolled in the course. You are **required to contact me at least once a week** to monitor your course progress, submit assignments, and answer any questions that may have arisen. You can contact me in person, email, phone, or with a written note.

All students will receive a copy of the “College Keyboarding – Keyboarding and Word Processing Essentials, Word 2010, Lessons 1-55 Syllabus Detailed.” **This will be your individualized schedule for completing your weekly assignments. Upon completion of each lesson, you are required to submit a lesson summary to me for review and grading.** Assignments, such as the lesson summaries, may be submitted in person to me, placed in my staff mailbox, or emailed to me. *Failure to submit weekly lesson summaries so may result in the student receiving a failing grade for the course.*

All weekly lesson summaries assigned to a particular week are due to me by **Friday of each week**. Late assignments will receive half credit unless other arrangements have been made in advance with me.

GRADES: This coursework that is required for this course will be graded in accordance with the College’s Grading Scale which is listed the *Forrest College Handbook*. Assignments will be graded on the basis of timeliness, completion level of the weekly lessons, and individual skills progress – improvement and/or advancement - obtained during the course period.

COURSE and COLLEGE POLICIES:

- **If you have a personal problem, illness, and/or an emergency, it is YOUR RESPONSIBILITY to contact me to make arrangements to complete assignment deadlines, if necessary. Please think to plan ahead in case of an unexpected conflict. You may work ahead of your detailed weekly lesson schedule and submit your work early. Your communication with me is a crucial factor in your successful completion of this course.**
- If you have/need any special accommodations for which you need extra assistance, please see me immediately.
- Please comply with the College’s Electronic Devices Policy by turning off, silencing, or “setting to vibrate mode” all devices while in the classroom/labs/library.
- Acts of academic dishonesty take many forms, the most common of which are cheating and plagiarism. Students are expected to comply with the College’s Honor Code. More information about policies and procedures regarding academic dishonesty may be found in the current version of the *Forrest College Catalog*.
- Any grievances concerning this course of instructor should first be directed to the instructor of the course. If, in the opinion of the student, the instructor fails to address the student’s concern in a satisfactory manner, the student should then contact the Program Coordinator. The President of the College may be contacted for a meeting with the student and Program Coordinator, if in the student’s opinion; an agreeable resolution has not been reached.
- The College has adequate resources to assist students in researching projects through the Library & Information resources Network (LIRN) Virtual Library Collection. Please see the College Librarian to learn more and gain access to this valuable resource of electronic books, magazines, newspapers, multimedia, and much more.