

Date Adopted: September, 1965

Date Reviewed: Aug 2015

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## **OAD 101      Beginning Keyboarding**

### **I. OAD 101      Beginning Keyboarding – 3 Semester Hours**

#### **II. Course Description**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbook: Gregg College Document Processing Complete; Lessons 1-60 Text

Publisher: Glencoe, McGraw/Hill

Authors: Ober, Johnson and Zimmerly

#### **Internet Course**

Software: Online software student registration card

Publisher: Glencoe, McGraw/Hill

Authors: Ober, Johnson and Zimmerly

#### **Optional**

Textbook: 2013 Word Manual for Gregg College Keyboarding; Lessons 1-120

Publisher: Glencoe, McGraw/Hill

Author: Ober, Johnson and Zimmerly

#### **V. Course Objectives**

1. The student will be able to operate the alphanumeric keyboard using the touch control system to develop speed and accuracy.
2. The student will be able to describe the basic components of the computer and selected software and keyboarding functions, including the formatting of diskettes.
3. The student will be able to center data (horizontally and vertically), format simple memos, letters, reports and tables.
4. The student will be able to proofread copy and make necessary corrections.
5. The student will be able to save documents to diskette, retrieve from diskette, edit, and print documents.
6. The student will be able to operate the numeric keypad using the touch control system

#### **VI. Course Outline of Topics**

1. The student will be able to key from straight copy at a minimum rate of 25 wpm for three minutes with three errors or less (one word will be subtracted for each error in excess of three).
2. Given a minimum of 10 three-minute timed writings during the quarter, the student will attain the minimum speed on at least two timed writings in order to pass the course.
3. Speed Grading  
35 +    = A  
32 - 34 = B  
29 - 31 = C  
25 - 28 = D

4. Given speed and accuracy drills, the students will complete satisfactorily at least 80 percent of work assigned.
5. The student will be able to describe the basic components of the computer and selected software and keyboarding functions.
6. Given a minimum of one 100-point general information test covering computer keyboarding terminology and concepts, the student will answer correctly at least 60 percent of the questions.
7. The student will be able to center data, format simple memos, letters, reports and tables.
8. Given at least one production test involving documents to be centered, simple memos, letters, reports, and tables, the student will be able to perform with at least 60 percent accuracy within a specified period of time.
9. The student will be able to proofread copy and make necessary corrections.
10. The student will be responsible for finding and correcting typographical errors in all production assignments and tests.
11. The student will be able to save documents to diskette, retrieve, edit, and print documents.
12. Given a selected number of documents, the student will be able to save to diskette, retrieve from diskette, edit, and print such documents within a specified period of time.
13. The student will be able to operate the numeric keypad using the touch control system.
14. Given a minimum of eight timed writings on the numeric keypad, the student will be able to attain the minimum speed of 80 keystrokes per minute.
15. Speed Grading
 

130 +	= A
114 – 129	= B
97 – 113	= C
80 - 96	= D

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

### **Suggested Grading**

A.	Three-minute timed writings	20%
B.	Homework/Classwork	20%
C.	Numeric Keypad tests	20%
D.	Production & written tests	20%
E.	Final Exam	20%

## **VIII. Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

## **IX. Statement on Discrimination/Harassment**

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

## **X. Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).