



**Cerro Coso Community College**  
**BSOT C131**  
**Beginning Keyboarding**

Instructor: Karen O'Connor  
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**Office phone:** 760 384-6172

**Units:** 1.0

**Dates:** January 23, 2008 - May 14, 2008

**Time:** M, W, 5:10 – 6:15pm

**Room:** LRC 710

**CRN:** 30086

**Course Description:** Learners are introduced to a microcomputer keyboard with an emphasis on learning and skill-building correct touch typing techniques for alphanumeric, symbol, and punctuation keys. (Prerequisite: None.) Advisory: Level Two Reading.

**Course Objectives:**

Upon successful completion of the course, the learner will be able to

- key straight-copy alphanumeric material including symbols and punctuation using correct touch techniques at a minimum rate of 15 words per minute (wpm) with 4 or few errors on a 2-minute timing.
- Identify and perform correct ergonomics for body position at a workstation.

**Required Text:**

VanHuss, et al, Keyboarding & Formatting Lessons 1-60, 2nd edition (2008) Thompson Southwestern (includes text and data files). ISBN 13: 978-0-538-72976-5

**Required Software:**

Keyboarding Pro Deluxe. This software introduces Microsoft Word 2007 for speed, accuracy, and document preparation after lesson 25.

**Attendance/Make-Up Policies:**

Online students enjoy flexibility with completion of lessons, but it is recommended that you practice daily whenever you are able and you are expected to complete your work in a timely manner. If you wish to drop the class, it is your responsibility to officially do so by contacting the admissions and records office. Failure to complete a course you have not dropped will result in an

"F" grade for the course. If you live in the area and wish to meet your instructor, please contact by email for appointments during office hours or take your chances and drop by.

**Campus Labs:** Use the campus labs to practice whenever you can outside of class time.

**Assignments:** Lessons 1-25 Keyboarding Pro Deluxe plus supplemental timed writings and drills as assigned by your instructor.

**Assessments:** Timed Writings and reports will be submitted on a regular basis through your software program. If you do not know the course code when you first install your software, skip that part and you can add it later. It is not necessary to use the instructor's email when you have enter the course code.

**Grading Policy:** Your grade for this course will be determined by your net typing speed, form, and regular submission of lessons throughout this course. A minimum rate of 15 net words per minute for a two-minute timing will result in a "C" for this course. Regular and weekly submission of assignments coupled with a greater net typing speed of 17 and demonstration of good keyboarding form will result in a "B" for this course. Regular and weekly submission of assignments, good form, and a greater net typing speed of 20 or more on a two-minute timing will result in an "A" for this course.

**Changes:** This syllabus is subject to change, of which you will be notified at the website.

**Accommodations:** The College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, contact Special Services at 760-384-6250.

**Changes:** The instructor holds the right to change the syllabus when necessary and appropriate. If there is a revision it will be clearly communicated to you in writing.