



**Cerro Coso Community College
BSOT C132
Intermediate 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: 30088

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.

This is the same text and software that you may have used for BSOT C131 Basic Keyboarding.

Course Description: Learners in this course build on a basic keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents. Successful completion of this class will result in minimum keyboarding speed of 30 wpm net.

Course Objectives:

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

- a) Key straight-copy alphanumeric material using correct touch techniques at a minimum rate of 30 words per minute (wpm) with 5 or few errors on a 3-minute timing.
- b) Key numeric copy using correct touch typing techniques on the 10-key numeric keypad with increased speed and accuracy.

- c) Identify and perform correct ergonomics for body position at the workstation.
- d) use block, modified block, and memo formats

Attendance/Make-Up Policies:

If you wish to drop the class, it is your responsibility to do so by contacting the admissions and records office. If you are taking this course online, a two week period with no login or contact without prior arrangements will be equivalent to not attending. Failure to complete a course you have not dropped will result in an "F" grade for the course.

Assignments: Lessons 25-45 Keyboarding and Formatting

Assessments: Timed Writings and reports should 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.

Grading Policy: Your grade for this course will be determined by your net typing speed, and regular submission of lessons throughout this course. A minimum rate of 30 net words per minute for a three-minute timing will result in a "C" for this course. Regular and weekly submission of assignments coupled with a greater net typing speed of 33 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 36 or more on a three-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 web site.

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.