



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

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Units: One  
Online

**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.

**Attendance/Make-Up Policies:**

Cerro Coso Community College policy states that you may be dropped from the class after four un-excused absences. In the online world this means two weeks of not hearing from you with no advance notice you may be away. However, if you wish to drop the class, it is your responsibility to officially drop the class 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.

**Required Text and Software:** VanHuss, et al, College Keyboarding Lessons 1-60, 16th edition (2006) Thompson Southwestern ISBN 0-538-72757-8. Software: Keyboarding Pro 4 0-538-97227-0. Check Pro 4 0-538-72896-5

**Course Objectives:**

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

- A. 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.
- B. identify and perform correct ergonomics for body position at a workstation.

**Assignments:** Lessons 1-25 Keyboarding Pro 4 and those assigned in the web course by your instructor.

**Assessments:** Timed Writings and reports will be submitted on a weekly basis through your software program.

**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 in the course web.