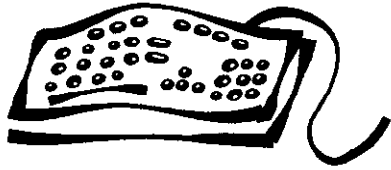


Cerro Coso Community College
BSOT C133
Advanced Keyboarding



Instructor: Karen O'Connor
E-Mail: kloconnor2@hotmail.com
koconnor@cerrocoso.edu

Office hours: 4:30 - 5:15, 6:15 - 6:45 M, T, W, TR
Office phone: 760 384-6172

Units: One

Time: 5:15 - 6:17 Monday, Tuesday, Wednesday, and Thursday

Attendance/Make-Up Policies:

Make up tests in BSOT C133 will be at the instructor's discretion when extenuating circumstances cause an absence. When allowed, the make-up tests will be given during the class period following the original test date. Cerro Coso Community College policy states that you may be dropped from the class after four un-excused absences. 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: VanHuss, et al, College Keyboarding Lessons 61- 120, 16th edition (2006) Thompson Southwestern (includes text and software - CheckPro for Keyboarding Essentials and MicroPace Pro 2.

Course Description: Learners in this course build on an intermediate keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes formatting of documents and individualized remedial drills. Successful completion of this class will result in minimum keyboarding speed of 45 wpm net.

Course Objectives:

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

- a) Keyboard with speed and accuracy to a minimum of 45 net wpm on a 5-minute timing.
- b) Accurately and efficiently prepare block and modified block letters, standard memos, simple reports references, title pages and e-mail.
- c) use block, modified block, and memo formats

Assignments: Lessons 60-90 Check Pro for Keyboarding Essentials.

Assessments: Timed writings and reports will be submitted on a weekly basis through your software program Micro-Pace Pro.

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 45 net words per minute for a five-minute timing will result in a "C" for this course. Regular and weekly submission of assignments coupled with a greater net typing speed of 48 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 50 or more on a five-minute timing will result in an "A" for this course.

Changes: This syllabus is subject to change, of which you will be notified during a regular class session.