

ASC 071 Introduction to Keyboarding Fall Semester 2014

Course Description: Introduction to Keyboarding offers students with no computer experience the opportunity to practice keyboarding skills. It emphasizes the development of keying, posture, speed, and accuracy using the computer keyboard.

Course Objectives:

- ⇒ To demonstrate the ability to efficiently use the keyboard.
- ⇒ To exhibit proper work habits and posture.
- ⇒ To develop keyboarding speed skills.
- ⇒ To be able to create documents using computer technology.

Instructor: Mrs. Colette Schimetz

Office: Thatcher Hall 207

Office Hours: MWF 9:00 AM to 11:00 AM
TuTh 1:00 PM to 2:00 PM

Phone: 701-228-5444

Email: colette.schimetz@dakotacollege.edu

Lecture/Lab Schedule: M 8:00 AM to 8:50 AM
Thatcher Hall 212

Textbook(s): *Keyboarding and Word Processing, 19th Edition*, VanHuss, Forde, Woo, Robertson, South-Western Publishing, ISBN: 978 1-133-58894-8

Course Requirements: Students are required to complete all class activities. Attendance is required. More than three class absences will affect your grade. Exceptions may apply when students are excused because of school functions or if an emergency arises. Arrangements must be made with the instructor prior to class time. Excused absences will be handled on an individual basis.

Grading and Evaluation Criteria:

Timed Writings (75%)

Speed Grade

A= 45 and more wpm

B= 40-44

C= 39-35

D= 30-34

Exams (25%)

Tentative Course Outline:

⇒ Module 1: Alphabetic Keys

- | | |
|----------------------------------|-----------------------------|
| • Home Row, Space Bar, Enter, I: | • W, Comma, B, P |
| • E and N | • G, Question Mark, X, U |
| • Left Shift, H, T, Period | • Q, M, V, Apostrophe |
| • Right Shift, C, O | • Z, Y, Quotation Mark, Tab |

⇒ **Module 2: Figure and Symbol Keys**

- 1 and 8
- 5 and 0
- 2 and 7
- 4 and 9
- 3 and 6
- \$ and –(hyphen), Number Expression
- # and /
- % and !
- Backspace Key
- & and : (colon), Proofreader's Marks
- Other Symbols

Relationship to Campus Theme: At first, nature and technology may seem to be opposites, but people by nature, are curious. This curiosity and quest for knowledge has led to the development of all technology. In turn this technology can be used to care for the Earth and therefore, improve the quality of life for all people.

Student Email Policy

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Classroom Policies: Class participation is required and this means that students will be working on assigned projects during class not browsing the internet or chatting or playing games. Anyone caught doing this may be asked to leave. Arriving late, leaving early, talking and texting are distracting to the instructor and other students. Texting and cell phone use during class is not permitted. If you receive a phone call that you must take, quietly leave the room to take the call and return when you are finished.

Academic Integrity: Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19) Students will receive no credit for work that fails to meet standards of academic integrity. **The work you hand in must be your own. Handing in someone else's work can result in an F and/or removal from class.**

Disabilities and Special Needs: If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.