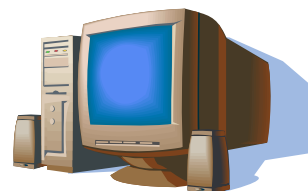


## NORTHEASTERN TECHNICAL COLLEGE COURSE OUTLINE

<b>COURSE:</b>  AOT 106	<b>PREFIX NO:</b>	<b>EFFECTIVE DATE</b>  January 2012	<b>NEXT REVIEW DATE</b>  January 2013
<b>TITLE:</b>  KEYBOARDING LAB		<b>CREDITS:</b>  1	<b>CONTACTS</b>  <b>CLASS – LAB – TOTAL</b>  0    3    1

**PREREQUISITES:** NONE

**DESCRIPTION:** This lab focuses on improving keyboarding speed and accuracy.



**PURPOSE:** This course is designed to teach microcomputer keyboarding to the beginner using computer-assisted instructions and covers the traditional keyboard as well as the ten-key numeric keypad.

**TEXTBOOK:** *Gregg College Keyboarding*, Lessons 1-20, Tenth Edition, by Ober, Johnson, and Zimmerly. Glencoe/McGraw-Hill Publishing Company, 2006.



**MATERIALS (specifying those to be purchased by student):** Textbook

**COLLATERAL READING:** NONE

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**ABSENCES:**

Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student is to leave class early without the permission of the instructor.

Class will meet one day a week for fifteen weeks. Students will be allowed to miss a maximum of **three** class meetings. Once a student misses over the maximum hours allowed, he/she will automatically be dropped from class with a grade of "F".

There are no excused absences except those **verified** by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed work, but the absence will still count toward the maximum number of absences allowed.

**TARDIES:**

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students.

**RESOURCES (A-V, persons, tools/equipment):**

Instructor

Individual help when needed

**COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.**

The course consists of 20 lessons and the ten-key numeric keypad, each of which must be completed by the student, printed, and submitted to the instructor. The lessons will be reviewed and graded by the instructor.

As the course is self-paced, students must judge for themselves the amount of time needed to complete all required lessons. It is highly suggested that students complete at least one to two lessons each week.

To successfully complete the course, the student must complete and submit all 20 lessons, plus the ten-key numeric keypad assignments. In addition, over the course of these lessons, the student must achieve a minimum of three (3) "measure progress" timed writings performed at the rate of 25 words per minute with no more than five errors.

**OUTCOMES OF COURSE:**

Once the student completes this course, he/she should be able to:

1. Operate the letter, number, and symbol keys by touch.
2. Adjust the computers as needed: set margins (if defaults are used), tabs, line spacing, etc.
3. Divide words correctly.
4. Proofread and count keyboarding errors.
5. Apply quotation marks correctly.
6. Type at least 25 words per minutes with no more than 5 errors.

**INSTRUCTIONAL METHODS TO COMPLETE OUTCOMES:**

This is a self-paced course, with each student working at his or her own pace. Students are to complete all drills and/or practice exercises in each lesson. The lesson exercises are to be printed and turned in for checking. Students will be given five points for each lesson completed and turned in correctly.

### **EVALUATIVE METHODS TO APPRAISE OUTCOMES:**

Grading for this course will be based on an SC/U basis—SC meaning successful completion and U meaning unsatisfactory.

To achieve an SC, the student must:

1. Complete, print, and submit all 20 lessons and ten-key numeric keypad.
2. Achieve three timed writings at a speed of 25 words per minute with no more than five errors.

Students will receive a U if all 20 lessons, ten-key numeric keypad, and all three timed writings aren't turned in.

### **STUDENT TIME COMMITMENT:**

Students will be required to meet class for one hour each Monday for fifteen weeks. Students are expected to be in class on time and continue working until the end of class. Students should be aware that they might need to spend extra time working at the computer to complete the necessary assignments.

### **HOW TO TURN IN LESSONS:**

1. Printout should include your name, class name, and lesson number.
2. Do not combine lessons on the same page. Print each lesson on a separate page.
3. Print each lesson as it is completed and turn in to the instructor. Do not hold lessons!
4. If your printout is more than one page, staple them together in the upper left hand corner.

**Required Lessons to Be Completed**  
**Three timed writings are also required for the course**

**Week 1**

Lesson 1

**Week 2**

Lesson 2

Lesson 3

**Week 3**

Lesson 4

Lesson 5

**Week 4**

Lesson 6

Lesson 7

**Week 5**

Lesson 8

Lesson 9

**Week 6**

Lesson 10

**Week 7**

Lesson 11

Lesson 12

**Week 8**

Lesson 13

**Week 9**

Lesson 14

**Week 10**

Lesson 15

**Week 11**

Lesson 16

**Week 12**

Lesson 17

**Week 13**

Lesson 18

**Week 14**

Lesson 19

**Week 15**

Lesson 20

Ten-key Numeric Keypad