
Course Prefix/Number:	AOT 105
Course Title:	Keyboarding
Lecture Hours/Week:	3
Lecture Hours/Week:	0
Credit Hours:	3

[Distance Learning Attendance/VA Statement](#)
[Textbook Information](#)

COURSE DESCRIPTION

This course focuses on the mastery of keyboarding and basic formatting principles.

COURSE COMPETENCIES

Using the appropriate software, the student will be able to do the following:

Module 1 – Operating the Keyboard

- Develop the keyboarding skills needed to produce key business documents.
- Utilize Windows operating system software to perform simple functions.
- Save files to secondary storage (hard drive, floppy drive, USB drive).
- Key alphabetic, numeric, and symbol keys by touch using appropriate techniques.
- Build basic keyboarding skills using stroking techniques.
- Spell the most commonly misspelled words with at least 70 percent accuracy.

Module 2 – Formatting Basic Business Documents: Memoranda and Letters

- Demonstrate the basic functions for creating, editing, and storing documents.
- Apply bold, underline, and italic formatting.
- Change font, alignment, margins, tabs, and line spacing.
- Select text and scroll.
- Create memoranda and business letters in proper format.
- Key letters in different styles applying appropriate margins, spacing, and punctuation.
- Key text centered horizontally on a page.
- Key with 97% accuracy.
- Spell the most commonly misspelled words with at least 70 percent accuracy.

Module 3 – Formatting Basic Business Documents: Reports and Tables

- Create tables and reports in proper format.
- Key and appropriately space multiple column tables including headings across the page.
- Key referenced business and academic multiple page reports in the appropriate format.
- Key with 97% accuracy.
- Spell the most commonly misspelled words with at least 70 percent accuracy.
- Demonstrate appropriate keying techniques.

COURSE REQUIREMENTS

All students are responsible for attaining competencies through completion of the following course requirements:

- | | |
|-------------------------------|---------------------------------|
| --completing assigned lessons | --submitting sample documents |
| --performing module tests | --achieving timed writing goals |
| --performing spelling tests | --achieving technique standards |

Course requirements must be completed during the semester in which the student enrolls for the course.

The student is to print as requested by the instructor. **Each student is expected to practice one hour outside of class for each hour spent in class.** Check the lab doors for available hours. A student ID card is needed to use all labs on campus. Go to Student Services to have a student ID made.

Timed Writings

The student will submit at least five straight copy three-minute timed writings at a rate of not less than 30 wpm with 97 percent accuracy.

In addition to the graded components of the course, students are expected to demonstrate the following personal and professional characteristics associated with job success each day: personal grooming, professional attire, good attitude, dependability, willingness to learn, quality work, time management, regular attendance and punctuality, good judgment, business ethics, and positive relations with others.

STUDENT CONDUCT

The policies stated in the York Technical College Catalog and Handbook will be enforced. "The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action."

ATTENDANCE POLICY

The attendance policy as stated in the York Technical College Catalog and Handbook will be enforced. Attendance is required on test days unless the student has a doctor's excuse, death notice, etc., indicating an unusual circumstance for absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

METHODS OF INSTRUCTION

A traditional teaching method will be used. The instructor will make daily class presentations, and practice time will be provided during the class periods. The student must complete all assignments as directed by the instructor. Each assignment must include the student's name, the lesson number, and the problem number at the upper right. All papers must be submitted in

the order assigned and stapled at the upper left. The student should proofread all work and correct all errors.

EVALUATION STRATEGIES/GRADING PROCEDURE

This course is divided into three modules. Modules must be completed in order. Students may exempt any of the three modules by demonstrating appropriate keyboarding technique and by completing the timed writings and module and spelling tests with a score of at least 80 percent. Below is a list of the modules:

MODULE			Module %	% of Final Grade
1	Spelling Tests (2)	100	20%	
	Module 1 Test	100	50%	
	Technique	100	30%	
	Module 1			20%
2	Spelling Tests (8)	100	20%	
	Module 2 Test	100	50%	
	Timing(s)	100	20%	
	Sample Letter	100	5%	
	Sample Memo	100	5%	
	Module 2			40%
3	Module 3 Test	100	50%	
	Timing(s)	100	20%	
	Sample Report	100	10%	
	Sample Table	100	10%	
	Module 3			40%
Final Grade				100%

Sample Problems	
Errors	Grade
0 - 1	100
2 - 3	80
4	60
5	40
6	20
7+	0

Grading Scale	
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

ENTRY-LEVEL SKILLS, PREREQUISITES, CO-REQUISITES: None

Disabilities Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Offices (SR) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.

*With my signature below, I acknowledge that I have received a course syllabus, and that I understand the course requirements, and that I accept these requirements as the basis for determining successful completion of this course. I understand that the instructor for this course reserves the right to refuse assignments that are not submitted when due. I understand it is my responsibility to notify the instructor in advance if I will not be present for a scheduled test. I understand if I do not comply with this requirement, the instructor may refuse to administer the test or impose a late penalty. I understand that if I wish to continue with the next sequence course (AOT 110), I must earn a "C" or better in AOT 105.

Name _____ Date _____