# Micro-Keyboarding Concepts  
**AOS 100**  
Standard Course Syllabus

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<th>Course Information</th>
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<td><strong>Course Description:</strong></td>
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<th>Learning Outcomes:</th>
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<td>Upon successful completion of the course, the student will be able to:</td>
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  · Apply basic word processing techniques.  
  · Demonstrate and use correct keyboarding techniques.  
  · Demonstrate mastery of the keyboard, including figures and special characters.  
  · Demonstrate the proper use and care of the operative parts of the various input systems and use the complete microcomputer system -- keyboard, monitor, disk drives, and printer.  
  · Apply proofreading skills to both soft and hard copy documents.  
  · Demonstrate the ability to type straight-copy alphabetic material using proper techniques. The speed grade is determined by gross words per minute (gwpm) and errors per minute (see AOS 100/121 Timed Writing Scale Handout). **TOP 2 DETERMINES SPEED GRADE.**  
  · Demonstrate the ability to type statistical copy, numeric copy, and symbols using proper touch techniques.  
  · Use selected microcomputer special function keys.  
  · Demonstrate keyboarding composition skills.  
  · Demonstrate formatting ability to key block/modified block business letters and memorandums.  
  · Create unbound reports with references and title pages.  
  · Use the numeric keypad. |
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<th>Prerequisites and Co requisites:</th>
<th>A minimum “C” grade in AOS 121 or equivalent documented experience. Co requisite: AOS 108.</th>
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| Course Topics:                | **Week 1:** Late Start  
|                               | **Week 2:** MLK Holiday  
|                               | **Week 3:** Intro, Profile, Syllabus, email (D2L), Setup  
|                               | **Week 4:** Keyboarding Pro 4, Start Keyboarding  
|                               | **Week 5:** Module 1: Alphabetic Keys  
|                               | **Week 6:** Keyboard Pro 4 Alpha  
|                               | **Week 7:** Module 2: Figure and Symbol Keys  
|                               | **Week 8:** Keyboarding Pro 4 Numeric Keys  
|                               | **Week 9:** Module 3: Word Processing Essentials  
|                               | **Week 10:** Mid-term  
|                               | **Week 11:** Module 4: Business Correspondence Essentials  
|                               | **Week 12:** Module 5: Report Essentials  
|                               | **Week 13:** Module 6: Table Essentials  
|                               | **Week 14:** Module 7: Editing Essentials  
|                               | **Week 15:** Module 8: Graphic Essentials  
|                               | **Week 16:** Module 9: Grupo Azteca, catchup (if needed)  

| Specific Course Requirements: | Microsoft Windows Operating System (Windows XP or higher), jump drive, CD-Rom, 4 MB Ram, mouse, required textbook. |

| Textbooks, Supplementary Materials, Hardware and Software Requirements | **Required Textbooks:** Keyboarding & Formatting Essentials, Microsoft Word 2007 (Lessons 1 - 60) by VanHuss/Forde/Woo, Southwestern Publishing Company.  
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<td><strong>Software Requirements:</strong></td>
<td>Microsoft Word 2007 AND Internet Access. (You cannot use WordPad, Works, Word Perfect, or any other software other than Microsoft Word.)</td>
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<tr>
<th>Instructor Information</th>
<th>James L. Barham, MBA</th>
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| Instructor Contact Information: | Dyersburg State Community College  
|                               | 1510 Lake Road  
|                               | Dyersburg, TN 38024  
|                               | Glover Building Room 249  
|                               | 731.286.3206  
|                               | E-mail: jbarham@dssc.edu |
| Office Hours: | M: 10a-12:30p  
|              | T: 10a-11a  
|              | W: 10a-12:30p  
|              | R: 10a-11a; 12:40p-1:40p  
|              | F: |
Communications Preference: Please use the email from within D2L. Email is checked twice daily, Monday – Friday. Normally email is checked once on Saturday.

Assessment and Grading

Testing Procedures: Exams and quizzes will be given either online or on paper, depending on the specific instance. Assessment includes four tests and a final exam. No makeup tests or quizzes are given.

Grading Procedures: Each student will be evaluated by a grade that will consist of the following criteria:

Assignments/Labs: 35%
Tests and Final Exam: 50%
Class Participation / Discussions: 15%

Grading Matrix:
93 – 100 A
83 – 92   B
70 - 82   C
60 – 69   D
0 – 59    F

Assignments and Participation

Assignments and Projects: Late labs and assignments are NOT accepted. Assignments and Projects will be given a due date when assigned.

Library: Dyersburg State Community College Learning Resource Center

Participation: Student involvement is essential in the learning process and produces 15% of the class grade. This grade is based primarily on classroom discussions both online and in-class. To stay on track, please check D2L at least three times per week.

Students With Disabilities: Dyersburg State Community College is committed to providing a discrimination free environment for all students. Students with disabilities are encouraged to inform the College of any assistance they may need. Please notify your instructor or Pam Dahl, ADA Coordinator at (731) 286-3242.

Syllabus Changes: From time to time during the semester it may be necessary to make changes to the material in the course syllabus. Any necessary changes to the course syllabus will be sent to you by e-mail and posted within the online course material.

Policies

Punctuality: Each assignment and exam must be completed before or by the date as listed in D2L. An excessive absence report is filed for any student who does not attend class for
three consecutive classes. This report is filed with the Dean of Student Services. If a student has been absent to the point of being unable to complete the course requirements, a request to administratively withdraw from this class may be submitted.

| Cell Phone: | Cell phone MUST be placed on the desk while in class. Each phone should be turned off {not on silent}. Failure to follow this policy will result in loss of the Class Participation / Discussion grade. |
| Roll: | Roll is called at the start of each class. Arrival past roll call requires a face-to-face meeting after class. The door will be shut once class starts to prevent disruptions. Official DSCC policies will be used to determine consequences for consecutive tardies. |
| Internet Usage: | The use of the Internet is permitted for class related purposes only. Failure to follow this policy will result in loss of the Class Participation / Discussion grade during class times. |

### Resources

| Learning Resource Center Labs: | **Dyersburg Campus**  
8:00 - 8:00 Monday-Thursday  
7:30 - 4:00 Friday  
9:00 - 1:00 Saturday  
**Tipton County Center (Covington)**  
8:00- 7:00 Monday-Thursday  
9:00 - 3:30 Friday  
**Gibson County Center (Trenton)**  
8:00 - 9:00 Monday - Thursday  
8:00 -4:30 Friday |
| Printing: | Printing is limited to 250 pages per term. Should additional copies be warranted, please add copies to your account at either the business office or the LRC. |
| Bookstore: | [www.dscc.edu/bookstore](http://www.dscc.edu/bookstore) |