

**YORK TECHNICAL COLLEGE  
COURSE SYLLABUS**

**COURSE INFORMATION**

Course Number: AOT 101	Lecture Hours/Week: 2.0
Course Title: Introduction to Keyboarding	Lab Hours/Week: 0.0
	Credit Hours: 2.0

[DL ATTENDANCE/VA STATEMENT](#)  
[TEXTBOOK INFORMATION](#)

**COURSE DESCRIPTION**

This is an introductory course in keyboarding and basic formatting techniques.

**COURSE COMPETENCIES**

Upon successful completion of the course, the student should be competent in performing the following tasks:

Module 1 – Introduction to Keyboarding

- Touch-type with at least 20 wpm with 95 percent accuracy.
- Score 70 percent on written theory test.
- Spell 200 of the most commonly misspelled words with 70 percent accuracy.
- Demonstrate personal and professional characteristics associated with job success including personal grooming and professional attire, proper attitude, dependability, willingness to learn, quality work, time management, attendance and punctuality, good judgment, business ethics, and relations with others.

**PERFORMANCE OBJECTIVES**

1. Given instruction on use of the computer, proper keyboarding posture, stroking techniques, and location drills, the student will develop accuracy and speed at a rate of not less than 20 wpm with 95 percent accuracy on a three-minute straight copy timed test.
2. Given lists of words selected from the 200 most commonly misspelled words, the student will correctly spell at least 70 percent of the words.

**MATERIALS NEEDED**

- College Keyboarding, 14th Edition, MS Office 2000
- At least one 3.5" HD diskette

**ACADEMIC INTEGRITY** \_\_\_\_\_

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."

## EVALUATION STRATEGIES/GRADING PROCEDURE

A minimum of one theory test and five spelling tests will be administered in this course. In addition, students will be expected to successfully complete five timed writings. Successful completion of a timed writing will be typing at least 20 words per minute for 3 minutes with no more than 3 errors. Students will also receive grades for technique and attendance. The final grade will be weighted as follows: theory test 15%; timed writings average 30%; spelling tests average 30%; technique 20%, and attendance 5%.

<u>Grade</u>	<u>Score</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

## COURSE REQUIREMENTS

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

- attending class
- timed writings
- completing assigned lessons
- spelling tests
- progress tests

## ATTENDANCE POLICY

The attendance policy as stated in the York Technical College Catalog and Handbook will be enforced. In addition, in an effort to encourage regular attendance, each student receives an attendance score as part of the course grade. At the beginning of the semester, each student has five points for attendance. Each time the student is absent, the student gives up one-half point (MWF classes) or six-tenths point (TT and evening classes).

The attendance points remaining at the end of the semester contribute 5 percent toward the student's final grade in the course. A student arriving more than ten minutes late to class will be considered absent. All absences will be counted, unless the student provides acceptable written documentation for the absence. "Acceptable written documentation" will be determined by the instructor.

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 test before the absence.

## CONTENT OUTLINE

### LEVEL ONE      LEARNING TO OPERATE THE KEYBOARD (LESSONS 1-30)

1. Alphabetic Key reaches (Lessons 1-13)
2. Figure and Symbol Keys (Lessons 14-25)
3. Extended Skill building (Lessons 26-30)

## **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. Students should plan to practice outside of scheduled class time as well. The student must complete all assignments as directed by the instructor.

Each assignment must include

- the student's name
- the lesson number
- date submitted.
- must be submitted in the order assigned
- stapled at the upper left corner

**The student is expected to practice at least one hour outside of class for every hour spent in class.**

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

## **ENTRY-LEVEL SKILLS**

None

## **PREREQUISITES and CO-REQUISITES**

None

Lesson #1	Lesson #16
Lesson #2	Lesson #17
Lesson #3	Lesson #18
Lesson #4	Lesson #19
Lesson #5	Lesson #20
Lesson #6	Lesson #21
Lesson #7	Lesson #22
Lesson #8	Lesson #23
Lesson #9	Lesson #24
Lesson #10	Lesson #25
Lesson #11	Lesson #26
Lesson #12	Lesson #27
Lesson #13	Lesson #28
Lesson #14	Lesson #29
Lesson #15	Lesson #30

Checklist: Student Competencies				Name:			
Theory Test #1						(15)	
III. Timed Writings							
		Timing #1					
		Timing #2					
		Timing #3					
		Timing #4					
		Timing #5					
				Average:		(30)	
IV. Spelling Tests							
1.							
2.							
3.							
4.							
5.							
				Average:		(30)	
V. Technique						(20)	
VI. Attendance						(5)	
TOTAL POINTS						(100)	
COURSE GRADE							

Timed Writings

30+ A  
 25-29 B  
 20-24 C

Grading Scale

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

**Spelling Test #1**

absent	Apparent	convenient	immediately	privilege
absorption	Appearance	criticize	incidentally	procedure
accept	Appointment	customer	judgment	proceed
acceptance	Arrangement	decision	loose	receipt
accidentally	Assistance	definite	lose	receive
accommodate	Asterisk	description	maintenance	recommend
accordance	Attendance	develop	necessary	reference
accuracy	Beginning	difference	noticeable	remittance

**Spelling Test #2**

achievement	Believe	disappoint	occasion	season
acknowledgment	Benefited	effect	occurred	separate
acoustics	Business	embarrass	occurrence	shipment
across	Calendar	equipment	omission	shipping
affect	Cancellation	equipped	omitted	similar
agreeable	Cannot	exceed	opportunity	strictly
almost	Ceiling	excellent	personal	surprise
already	Cemetery	except	personnel	their

**Spelling Test #3**

altogether	Coming	existence	planning	there
among	Committee	extension	possession	too
analysis	Confident	familiarize	practical	unnecessary
apologize	Convenience	fourth	preferred	whether
accessible	Appreciable	deferred	forward	practically
accompanying	Approximate	delegate	government	practice
acquaintance	Argument	desirable	governor	preference
adapt	Article	development	guarantee	previous

**Spelling Test #4**

adequate	Ascertain	eagerly	inconvenience	principal
adjustment	Attorneys	economical	knowledge	principle
admirable	Available	edition	laboratory	probably
advantageous	Budget	efficient	legitimate	purchase
advertising	Businessman	eligible	license	really
advice	Busy	eliminate	management	recognize
advisable	Campaign	endeavor	manufacturer	referred
advise	Capital	envelope	merchandise	referring

**Spelling Test #5**

advisory	Collateral	especially	miscellaneous	repetition
aggravate	Commission	exercise	oblige	respectfully
allowance	Conference	experience	organize	schedule
annoyance	Congratulate	explanation	original	secretary
annual	Controversy	February	paid	seized
anxious	Courteous	finally	partial	submitted
allowable	Courtesy	foreign	permitted	succeed
applicant	Defense	formerly	pleasant	usually



TECHNIQUE CHECKLIST (To be used by the instructor in rating keyboarding skills)

Directions:

1. Observe and rate student. Use point scores of 5 = A, 4 = B, 3 = C, 2 = D, 0 = F.
2. Place a checkmark opposite a numbered item to indicate a need for immediate improvement.
3. Add the rating scores awarded for each technique.
4. Divide the total by the number of techniques rated.
5. Determine the technique grade from the scale below.

Average Rating	Grade
4.6 - 5.0	A
3.6 - 4.5	B
2.6 - 3.5	C
1.6 - 2.5	D
0 - 1.5	F

Technique			Rating	
1. Sits directly in front of the keyboard				
2. Sits in a comfortable, relaxed position				
3. Keeps feet on floor				
4. Keeps elbows in natural position at sides				
5. Keeps fingers curved				
6. Keeps fingers upright over home keys				
7. Strikes keys with proper finger				
8. Makes quick, snappy keystrokes				
9. Releases keys immediately				
10. Does not pause before or after strokes				
11. Returns quickly at ends of lines				
12. Returns fingers to home keys				
13. Keeps eyes on source copy				
14. Starts new line without a pause				
15. Continues keying after using TAB key				
16. Maintains continuous keying				
17. Follows directions carefully				
18. Makes effort to reach suggested goals				
Total				
Total	Divided by	Number of Techniques Rated	Average Rating	Grade
	/	=		