

Southern Arkansas University Tech
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Online Course Information Sheet

Course Number: OS 1123

Course Title: Keyboarding

Course Description: Introduction to the touch system of the keyboard operation.

Instructor Name: Phyllis Hutson

Instructor Bio: I am the instructor of Office Systems Technology. I earned my BBA and MAT from SAU and my MBA from the University of North Alabama.

Prerequisite: None

Textbook Title: Gregg College Keyboarding & Document Processing, 11th Edition Lessons 1-60 Student Kit. Student Kit includes: Textbook, Online Software Registration Card, and Microsoft Word 2007 Reference Manual. Students must have the online software registration card to access the online software. Codes that have been used by other students cannot be reused.

Learning Outcomes:

1. Demonstrate the ability to touch type at least 25 wpm.
2. Increase speed, skill, and accuracy level in timed exercises.
3. Demonstrate mastery of keyboard, including alphabet, numbers, and symbols utilizing the "touch" method.
4. Develop the keyboarding and document production skills needed in today's workplace.

Teaching Methodology, including description of interaction between student and instructor: Following step by step instructions from the textbook and software. Interaction between student and instructor will be handled through e-mail, discussion forum, and one on one contact via telephone if necessary.

Methods of Testing: Exams in the form of time writings and document processing are given through Blackboard within a specified time frame. Time writings are built directly into the software for this course.

Enrollment Procedures:

Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores or, if applicable, official college transcript(s) with proof of Composition I and Intermediate Algebra (having earned a letter grade of "C" or better).

Full-time degree seeking students and part-time degree seeking students applying for financial aid applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores, immunization record (if born after 01/01/1957), high school transcript or GED scores, and official college transcript(s), if applicable. (Note: Part-time students not applying for financial aid do not have to submit immunization record.)

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 add/drop fee is assessed for adds/drops that take place after classes start.

Special Enrollment Issues (specialized software or equipment, access to a particular network, or similar requirements):

Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):

The final exam must be taken at an approved proctor site.

Access to Learning Resources:

Students will receive all required discussion materials through the Internet, links to texts, and the electronic mail with Blackboard. Students will be required to purchase the course textbook, if applicable, and Learning Resource Center access is encouraged but not required to be successful. Textbooks can be ordered online. The Bookstore number is (870) 574-4510. The Library number is (870) 574-4518.

Other Considerations (writing ability, assignments/projects, time considerations, etc.):

Students will need Internet access, Microsoft Word, Adobe Acrobat Reader, and the ability to send and receive e-mail attachments using the e-mail within Blackboard.