**Course Description**
This is an introductory course in keyboarding and basic formatting principles. 3 Cr (3 lecture/pres)

**Course Focus**
The focus of this course is on the introduction of keyboarding skills.

**Text and References**

**Course Goals**
The following lists of course goals are part of the course. Goals related to the performance objectives: (*designates a CRUCIAL goal)

1. Boot operating system
2. Boot keyboarding computer software
3. Identify computer components
4. *Build keyboarding speed
5. Retrieve files
6. Rename files
7. Store data
8. Move data
9. Copy information
10. Delete data
11. *Operate software program
12. Utilize functions keys
13. Manipulate directories
14. *Correct errors
15. *Use touch system
16. Utilize file management
17. *Key alphabetic information
18. Key numeric information
19. Key symbol information
20. *Use computer mouse
21. *Use computer keyboard
22. *Use correct format
23. Utilize pull-down menus
24. *Proofread documents
25. Maintain equipment
26. Submit completed assignments
27. Demonstrate dictionary use
28. Demonstrate grammar check
29. Exit keyboarding software
30. Exit operating system
31. Explain professional benefits
32. *Save data
33. Maintain materials/supplies
34. Demonstrate grammar check use
35. Set-up envelopes
36. Maintain work station
37. Create labels
38. Create unbound reports
39. Create memoranda
40. Create Block Style Business letter
41. Create tables
42. Edit copy
43. *Proofread copy
44. *Increase keying speed
45. *Improve keyboarding skills
46. Obtain assistance

**Student Contributions**
Student will spend 3 hours outside the classroom to prepare for this class.

**Course Evaluation**
The final grade will be determined by the following:

- 35 or higher CWPM on a three-minute timed writing - 400 points
- 30-34 CWPM on a three-minute timed writing - 250 points
- 25-29 CWPM on a three-minute timed writing - 150 points
- Accuracy of MSWord Documents - 300 points
- Completion of lessons - 300 points

The grading scale is as follows:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 - 1000</td>
<td>A</td>
</tr>
<tr>
<td>800 - 899</td>
<td>B</td>
</tr>
<tr>
<td>700 - 799</td>
<td>C</td>
</tr>
<tr>
<td>600 – 699</td>
<td>D</td>
</tr>
<tr>
<td>Below 599</td>
<td>F</td>
</tr>
</tbody>
</table>

**Course Schedule**
The course meets as a three-credit course.

Approved by: **Kenneth Flick**
Developed/Revised: 8/15/2013
Ken Flick, Division Dean for Business/Industrial Division
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or
- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLKH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp
**Emergency Text Message Alert**
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

**BROADCAST LEARNING FORMAT:** This class is being taught in a broadcast learning format. Images and word of class participants may be transmitted live or on a delayed basis to other locations. Classes may be rebroadcast due to extenuating circumstance.