

ARIZONA WESTERN COLLEGE
SYLLABUS

CIM 141 KEYBOARDING: INTRODUCTION

Credit Hours: 2 Lec 2 Lab 1

PREREQUISITE: None

COURSE DESCRIPTION

This course introduces techniques of computer keyboarding with emphasis on touch control, rhythm, and accuracy. Using a word processing program, the course also introduces the formats of memorandums, letters, tables, one- and two-page reports, and simple resumes. Exemption by comprehensive examination.

1. COURSE GOAL

Introduce and develop correct keyboarding techniques relating to beginning keyboarding skills.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 distinguish the parts of a keyboard pertaining to beginning keyboarding computer skills such as the tab key, shift key, shift lock, backspace, space bar, enter/return key, etc.
- 2.2 key the alphabetic letters and numbers by touch, including the 10-key pad.
- 2.3 key and format various documents including memorandums, business letter in block and modified-block letter styles, 2-, 3-, 4-column tables which include main, secondary, and column headings, and one- and two-page reports.
- 2.4 continue the study of English skills – includes word usage, spelling, and punctuation.
- 2.5 take a three-minute timed writing with five errors or less.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Demonstration
- 3.3 Class discussion

4. LEARNING ACTIVITIES

- 4.1 Participate in class discussions
- 4.2 Key assigned lessons as directed in the textbook
- 4.3 Turn in exercises to be evaluated
- 4.4 Use the on-campus computer lab during scheduled lab hours to increase keyboarding ability and to complete homework assignments

5. EVALUATION

- 5.1 Production work
- 5.2 Timed writings
- 5.3 Quizzes and examinations

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from

the course and fails to complete the requirements of the course, the student will receive a failing grade.

- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
- Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course