

# Keyboarding

## Syllabus

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## Tips for Success

If you're new to online courses, or if you just need a quick refresher, be sure to take a look at the Student and Parent Handbook.

## Course Learning Outcomes

When you complete this course, you should be able to meet the following outcomes.

1. Demonstrate correct touch keyboarding techniques
2. Develop touch keystroking speed and accuracy
3. Demonstrate a working knowledge of basic word processing functions and proofreading
4. Develop skill composing at the keyboard

## Course Materials

The online course content is the only text for this course. In addition to the course content, you will need a computer with internet access and access to Microsoft Word or Google Docs. You will also need access to a full-size keyboard with a 10-key numeric keypad.

# Assignments

## Keyboarding

Students will log into TypingClub and complete the Typing Basics keyboarding lessons. In addition, students will complete seven typing tests.

## Word Processing

Students will complete three formatting assignments using Microsoft Word or Google Docs.

# Grading

The following tables show the weight for each graded event and the grading scale used for this course.

Assignment	Format/Grading	Percent of Total Grade
Typing Lessons	Online/Instructor	40%
Typing Tests	Online/Instructor	30%
Formatting Assignments	Instructor	30%

## Grade Scale

Your letter grade is calculated according to these percentages.

A	100–93%
A–	92–90%
B+	89–87%
B	86–83%
B–	82–80%
C+	79–77%
C	76–73%
C–	72–70%
D+	69–67%
D	66–63%
D–	62–60%
F (fail)	59–0%

# Course Policies

For information about how long you have to complete the course, resubmitting assignments, and other questions, please contact your AK Grad instructor.