



**Course Syllabus
SEMESTSER
School of Business, Hospitality Management, and Public Safety**

Course Name:	Beginning Keyboarding
Course & Section Number:	OAD100-XXX
Meeting Day(s) & Time(s):	
Credits:	2
Contact Hours:	2
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email:*	
Additional Contact Information:	School of Business, Hospitality Management, and Public Safety HH 106 567-661-7280

***Please use only Owens email for course communications and indicate your course & section number.**

Catalog description: This course covers beginning touch typing skills, numeric keypad skills and proper keyboarding techniques using the computer.

Prerequisite: None

Corequisites: None

Course Materials:

If a print book, e-book, or access code is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called "Find Books" on

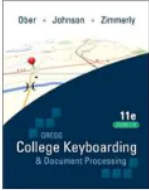
the course schedule for each course section. See the example below.

OAD100-225		Beginning Keyboarding				2	\$65	25	20
2025 Fall First 8 Week Courses		2025-08-25 - 2025-10-19		Online - Traditional		[Course Info]		[Find Books]	
		2025-08-25 - 2025-10-19		Brenda Ludwig		Lecture	Web Based Course		
Fee Breakdown: Course Materials \$25.00 -- Web Course Fee \$40.00									
Last day to add: Aug 24, 2025 -- Last day to drop: Oct 19, 2025									
Refund deadlines: Aug 27, 2025 (100%) -- Sep 01, 2025 (60%) -- Sep 04, 2025 (50%)									
Requires computer and internet access.									

OAD 100 225 Fall 2025

BEGINNING KEYBOARDING - BRENDA LUDWIG

REQUIRED



COLLEGE KEYBOARDING & DOCUMENT PROCESSING (KIT 4: LESSONS 1-20)
 OBER, SCOT
 ISBN13: 9780077377144
 EDITION: 11TH
 FORMAT: PACKAGE W/ACCESSCARD
 PUBLISHER: McGraw Hill
 COPYRIGHT: 6/11/2010

CURRENT PRICE
\$149.07

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What You Will Learn in the Course

Course Objectives:

1. This course will introduce both alphanumeric and numeric keypad touch keyboarding skills.
2. This course will provide guidelines for appropriate keyboarding techniques.

Student Learning Outcomes:

Outcome	Where Assessed
1. Given at least five timed writing assignments in the classroom or online environment, the student will keyboard the timed writing using the touch method in at least three timed writings at 25 wpm for 3 minutes with a maximum of three errors.	Timed Writings 1-6
2. In the classroom or online environment, the student will demonstrate appropriate techniques of keyboarding using the Technique Evaluation Form with at least 80% accuracy.	Technique Evaluations 1-7

Technology, Lab, and File Requirements:

GDP Web Site: <http://owens.gdp11.com>

GDP is the online learning software that you will create an account and use to complete keyboarding lessons.

Microsoft Office 365: <https://www.owens.edu/office365/>

Owens Community College is proud to offer Microsoft Office at no cost to our students. Install the full Office suite on up to five personal computers plus your mobile devices (including iPad). You will need Microsoft Word to complete your weekly Technique Evaluations. Please install Microsoft Office on the computer you will be using for this class using the above link.

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with

the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing Your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or prospective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

Student Responsibilities & Instructor Expectations

Student Responsibilities:

1. Have required materials.
2. Turn in all assignments on time.
3. Complete additional keyboarding practice on own time.
4. Check any announcements made via Blackboard or email several times a week.
5. Take quizzes and the final exam by the due dates indicated—these cannot be made up.

Contact the Owens Help Desk **(567) 661-7120** if you are experiencing technical issues with your username and/or password or having navigational issues in Blackboard.

NOTE: DATE is the **last day students can drop the course without receiving an official letter grade.** Please consult with your academic advisor prior to end of semester to review options.

Instructor Expectations:

1. Assignments that are submitted by the due date will be graded and returned/recorded in the grade center before the next assignment due date, which is one week.

2. The best way to contact me is by email at **EMAIL**. I will do my best to respond to emails within 24 hours on weekdays and within 48 hours on weekends.
3. I am here to help you learn-please don't hesitate to contact me with questions or concerns about this course and your progress.

How Grades are Determined and Major Assignments

Weighted Grade Scheme			
Assignment	Weight	Learning Outcome	Points
Lessons, Quizzes, Discussion Board	50%	1, 2	245
Final Exam	10%	1, 2	100
Technique	10%	2	98
Timed Writings	30%	1	100
Total Points			543

Lessons, Quizzes, Discussion Board 50%

These assignments must be submitted by the due date as outlined on the assignment schedule at the end of this syllabus, unless otherwise stipulated. You will receive 10 points for completing each software/textbook lesson. Points will be deducted for each missing section in the lesson or incomplete drills in a lesson.

Final Exam 10%

A final exam will be administered which covers many of the topics addressed in the textbook, such as proofreading symbols, appropriate spacing, proper technique, and number usage.

Technique 10%

Development of proper typing technique should be a major priority during the first few weeks of instruction. The **Technique Self Evaluation** found in the **Blackboard Shell** under **Assignments** provides multiple opportunities for rating technique in three categories. **You will complete the Technique Self Evaluation Form at the end of each week so you are reminded of your typing technique. One point is earned for each item marked "Acceptable."** Technique should improve as the course progresses.

Timed Writings 30%

You are learning the touch system of typing in the lessons. You will be provided with both speed and accuracy goals. **The three best timed writings during the final weeks of the course will be used to calculate your final timing grade.** There can be no more than three errors for three minutes of typing.

- ⇒ Timings are not accepted unless proper techniques are used.
- ⇒ No more than three errors are acceptable.
- ⇒ The three highest three-minute timings will be averaged.

The timed writing scale:

25 + up = A
20 - 24 = B
15 - 19 = C
10 - 14 = D

The following grades will be assigned to the best three, 3-minute timed writings completed during the final weeks of the eight-week session.

30+ = 100%	24 = 88%	18 = 76%	12 = 64%
29 = 98%	23 = 86%	17 = 74%	11 = 62%
28 = 96%	22 = 84%	16 = 72%	10 = 60%
27 = 94%	21 = 82%	15 = 70%	
26 = 92%	20 = 80%	14 = 68%	
25 = 90%	19 = 78%	13 = 66%	

Grading Scale

Grades will be calculated on the following scale:

Percent	Grade	Points
90-100%	A	489-543
80-89%	B	434-488
70-79%	C	380-433
60-69%	D	326-379
Below 60%	F	0-325

Late Work & Make Up Policy

Students are to be familiar with the assignment calendar and submit homework on time. **Weekly assignments are due Sunday night at midnight after assigned.** Late assignments will not receive credit. Make-up work will be allowed at the discretion of the instructor, and *only* upon submission of a verifiable reason for missing the work. A “reason” means unavoidable and legitimate circumstances beyond the control of the student.

Important Dates to Remember:

Important Dates to Remember (for 8-week classes): SEMESTER	
DATE	Semester Begins
DATE	Last day to ADD 8-week classes (w/o faculty signature)
DATE	Last day to DROP (100% refund)
DATE	Last day to DROP (60% refund)
DATE	Last day to DROP (50% refund)
DATE	Last Day of Classes
DATE	Last Day to Drop Course Without a Letter Grade

Tentative Class Assignments:

Week	Assignment	Due Date
Week 1	Introduction Lesson 1: Home Row Keys F J D K S L A ; , Space Bar, Enter, Backspace Lesson 2: New Keys: E N T Lesson 3: New Keys: O R H <i>Proper Keyboarding Technique PowerPoint</i> <i>Technique Evaluation 1</i>	DATE
Week 2	Lesson 4: New Keys: I Left Shift . (period) Lesson 5: New Keys: B U C Lesson 6: New Keys: Right Shift, W M <i>Proper Keyboarding Technique Quiz</i> <i>Technique Evaluation 2</i>	DATE
Week 3	Lesson 7: New Keys: X P Tab Lesson 8: New Keys: Q G , (comma) Lesson 9: New Keys: V Y Z Lesson 10: Review <i>Finger Exercises & Typing Stretches Web Sites</i> <i>Timed Writing 1</i> <i>Technique Evaluation 3</i> <i>Hand/Finger Quiz</i> <i>Introduction Discussion Board</i>	DATE
Week 4	Lesson 11: New Keys: 2 9 – (hyphen) Lesson 12: New Keys: 8 5 ' (apostrophe) Lesson 13: New Keys: 4 7 : (colon) <i>Ergonomics Web Sites</i> <i>Timed Writing 2</i> <i>Technique Evaluation 4</i>	DATE
Week 5	Lesson 14: New Keys: 6 3 / (slash) Lesson 15: Review	DATE

	Lesson 16: New Keys: & \$ 0 <i>Error Type Lecture</i> <i>Error Type Quiz</i> <i>Timed Writing 3</i> <i>Technique Evaluation 5</i>	
Week 6	Lesson 17: New Keys: 1 ? @ Lesson 18: New Keys: % () # (pound/number sign) Lesson 19: New Keys: ! ” (quotation marks) * (asterisk) <i>Timed Writing 4</i> <i>Technique Evaluation 6</i>	DATE
Week 7	Lesson 20: Review Ten-Key Numeric Keypad Lessons <i>Timed Writing 5</i> <i>Technique Evaluation 7</i>	DATE
Week 8	<i>Final Exam</i> <i>Timed Writing 6</i>	DATE

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.