



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Keyboarding/Skill Building  
**Course Number:** AOT129

### Required Materials

**Textbook(s):** Cengage SAM Keyboarding – Instant Access (you were charged for the textbook a week after AOT129 begins). You will be able to create your Cengage SAM Keyboarding account once you have access to our course.

**Required Readings:** None

**Additional Materials:** Windows or Mac computer (Google Chromebooks cannot be used), reliable Internet access. Microsoft Word 2021/365. A computer with a keypad (all computers on main and Akron have computers with keypads)

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	<b>Class Startup and Introduction to SAM Keyboarding</b> <ul style="list-style-type: none"> <li>All materials in the “Start Here” folder (LMS)</li> <li>Syllabus Quiz (LMS)</li> <li>Academic Honesty Quiz (LMS)</li> <li>“Who are you?” Discussion Post</li> <li>Module 1 Alphabetic Keys: Lessons 1R &amp; 3R (SAM Keyboarding)</li> <li>Module 1 Alphabetic Keys: Lessons 4R &amp; 5R (SAM Keyboarding)</li> </ul>
Week 2	<b>Module 1: Alphabetic Keys and Timings</b> <ul style="list-style-type: none"> <li>Module 1 Alphabetic Keys: Lessons 7, 8R, 9R, and 11 (SAM Keyboarding)</li> <li>Work on 1’ and 5’ Timings – See Timings folder under Lessons in LMS</li> </ul>
Week 3	<b>Module 1: Alphabetic Keys, Module Projects, and Timings</b> <ul style="list-style-type: none"> <li>Module 1 Alphabetic Keys: Lessons 12 and 13 (SAM Keyboarding)</li> <li>Palmetto Event Solutions, Inc. Project 1 (LMS)</li> <li>Palmetto Event Solutions, Inc. Project 2 (LMS)</li> <li>Work on 1’ and 5’ Timings – See Timings folder under Lessons in LMS</li> </ul>
Week 4	<b>Module 2: Figure and Symbol Keys and Timings</b> <ul style="list-style-type: none"> <li>Module 2 Figure and Symbol Keys: Lessons 18R, 23, and 24R (SAM Keyboarding)</li> </ul>

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> <li>• Work on 1' and 5' Timings – See Timings folder under Lessons in LMS</li> </ul>
Week 5	<p><b>Module 2: Figure and Symbol Keys and Timings</b></p> <ul style="list-style-type: none"> <li>• Numeric Keypad (there are 7 Lessons – see LMS for assignment links) (SAM Keyboarding) – You must have access to a computer with a keypad</li> <li>• Work on 1' and 5' Timings – See Timings folder under Lessons in LMS</li> </ul>
Week 6	<p><b>Modules 3, 5, and 6 Review: Module Projects and Timings</b></p> <ul style="list-style-type: none"> <li>• Palmetto Event Solutions, Inc. Project 3 (LMS)</li> <li>• Palmetto Event Solutions, Inc. Project 4 (LMS)</li> <li>• Palmetto Event Solutions, Inc. Project 5 (LMS)</li> <li>• Work on 1' and 5' Timings – See Timings folder under Lessons in LMS</li> </ul>
Week 7	<p><b>Hess Pet Center II Projects 1-3 and Timings</b></p> <ul style="list-style-type: none"> <li>• Hess Pet Care Center II Project 1 (LMS)</li> <li>• Hess Pet Care Center II Project 2 (LMS)</li> <li>• Hess Pet Care Center II Project 3 (LMS)</li> <li>• Work on 1' and 5' Timings – See Timings folder under Lessons in LMS</li> </ul>
Week 8	<p><b>Hess Pet Center II Projects 6-8 and Timings</b></p> <ul style="list-style-type: none"> <li>• Hess Pet Center II Project 6 (LMS)</li> <li>• Hess Pet Center II Project 7 (LMS)</li> <li>• Hess Pet Center II Project 8 (LMS)</li> <li>• All 1' and 5' Timings due. All timings not completed will result in zeros</li> </ul>