PELLEISIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

KEYBOARDING II/SPEED AND ACCURACY ON THE COMPUTER
OST 1105

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Fall 1998

NOTE: If you wish to take this course for AUDIT (not receive a grade), you can change to AUDIT status by completing an Add/Drop form by the published deadline date. You will receive the same instruction as students taking the course for credit, but your GPA will not be affected and the course will not count toward an academic degree.
NOTE: This college-level course is structured as a lecture-format class. You will be expected to do lab work in addition to class work to complete assignments. Occasionally, time will be allowed at the instructor's discretion to complete assignments in class. Open labs are available at all campuses. Check posted hours.

Catalog Course Description:

A course designed to build speed and accuracy on the keyboard using the computer as the training device. Individualized diagnostic and corrective practice drills will be used to help students build speed and accuracy for the job and gain competencies for employment testing.

Entry Level Standards:

Minimum typing speed of 28 words per minute for 3 minutes with 5 errors or less.

Prerequisites:

OST 1100 or equivalent and OST 1005 or 1221

Textbook(s) and Other Reference Materials Basic to the Course:

Gregg College Keyboarding & Document Processing for Windows, 8th edition


Two 3.5" double-sided, high-density disks.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Speedbuilding; Lessons 31, 32, 33, 34, and 35</td>
</tr>
<tr>
<td>2-4</td>
<td>Speedbuilding; Lessons 36, 37, 38, 39, and 40; BUSINESS LETTERS AND PERSONAL-BUSINESS LETTERS; Lessons 41, 45, and 42; Speedbuilding; Lesson 41, 42, and 43</td>
</tr>
<tr>
<td>5-7</td>
<td>Speedbuilding; Lessons 44, 45, 46, and 47; MEMOS; Lessons 29, 30, and 43; Speedbuilding;</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Student will keyboard by touch, use basic keyboarding terminology, and follow instructions. I, II, III, and IV

B. Student will format various business documents accurately at a reasonable speed. I, II, III, and X

*Roman numerals after course objectives reference goals of the OST program.

III. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Keyboard by touch at a rate of 42 gross words a minute for five minutes. A
2. Keyboard with no more than 5 errors during a five-minute timing. A
3. Define terms associated with keyboarding, documents, operating system, and document formats. A
4. Follow both written and oral instructions. A
5. Proofread and revise copy using proofreader's marks. B
6. Center documents horizontally and vertically. B
7. Prepare bound and unbound reports. B
9. Prepare tables in correct format. B

*Letters after performance expectations reference the course objectives listed above.

IV. Evaluation:

A. Testing Procedures: 70% of grade

70% SPEED AND ACCURACY. Five-minute timed writings will be given. The AVERAGE of the top three writings will be taken at the end of the term to determine the semester speed and
accuracy grade.

**Five-Minute Speed and Accuracy Scale**
(by end of semester)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Gross WPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>54+</td>
</tr>
<tr>
<td>B+</td>
<td>52 - 53</td>
</tr>
<tr>
<td>B</td>
<td>49 - 51</td>
</tr>
<tr>
<td>C+</td>
<td>46 - 48</td>
</tr>
<tr>
<td>C</td>
<td>42 - 45</td>
</tr>
<tr>
<td>D</td>
<td>36 - 41</td>
</tr>
<tr>
<td>F</td>
<td>0 - 35</td>
</tr>
</tbody>
</table>

**Errors**
- 0-5 errors, no penalty
- 6-10 errors, drop one letter grade
- 11 errors or more, not considered

**B. Laboratory Expectations:** 30% of grade

30% PRODUCTION AND WRITTEN TESTS AND DAILY WORK. Written and formatting tests will be given over business documents covered in course and over basic keyboarding information. Selected daily work will be graded. Daily attendance and work attitude comprise a segment of this grade. At the end of the semester this grade will be based on the percentage of points earned out of points possible.

**Production Scale**

<table>
<thead>
<tr>
<th>Errors</th>
<th>0</th>
<th>1</th>
<th>2-3</th>
<th>4</th>
<th>5+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**C. Grading Standards:**

At the end of the semester the final grade will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>93 - 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 92</td>
</tr>
<tr>
<td>B+</td>
<td>85 - 89</td>
</tr>
<tr>
<td>B</td>
<td>80 - 84</td>
</tr>
<tr>
<td>C+</td>
<td>75 - 79</td>
</tr>
<tr>
<td>C</td>
<td>70 - 74</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 69</td>
</tr>
</tbody>
</table>

It is strongly recommended that OST majors have a final grade of C (75 percent) or better before enrolling in the next keyboarding course.

**V. Policies:**

**A. Attendance Policy:**

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their
scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent.

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

C. Proficiency Credit by Examination:

A student with a minimum GPA of 2.5 may apply for credit by examination for any college-level course at Pellissippi State on the basis of past experience or training. The student's application for credit by examination must be approved by the department head and the vice president of Academic Affairs. The OST Program will administer ALL credit-by-examination tests on the second Saturday of the semester. A student must pass the credit by examination with a grade of "B" (85%) or better.