

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

**KEYBOARDING I  
OST 1100**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Date Revised: Fall 04**

NOTE: This course is not designed for transfer credit.

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.

**Catalog Course Description:**

A study of alpha-numeric keyboard used on personal computers. Basic document formatting is taught. Speed and accuracy are emphasized as well as basic operating systems features.

**Entry Level Standards:**

No prior knowledge of the keyboard.

**Prerequisites:**

None

**Textbook(s) and Other Course Materials:**

1. *Gregg College Keyboarding & Document Processing*, 9th edition (Lessons 1-60) Kit 1. Ober, Hanson, Johnson, and Rice. Glencoe/McGraw-Hill, 2002.
2. Two 3 ½" double-sided, high density floppy disks: (one source and one backup).
3. A two-pocket folder (for submitting assignments)

**I. Week/Unit/Topic Basis:**

| Week | Topic   |
|------|---|
| 1    | Introduction to Course; Introduction to Computers; Introduction to Windows XP     |
| 2    | GDP Lessons 1, 2, and 3   |
| 3    | GDP Lessons 4, 5, 6, and 7  |
| 4    | GDP Lessons 8, 9, and 10  |
| 5    | GDP Lessons 11, 12, and 13  |
| 6    | GDP Lessons 14, 15, and 16  |
| 7    | TEST 1—(ALPHABETS); GDP Lessons 17, 18, and 19                                    |
| 8    | GDP Lessons 20, 21, 22, and 23  |
| 9    | GDP Lessons 24, 25, 26, and 27  |
| 10   | TEST 2—(NUMBERS & SYMBOLS); Lessons 25-1 and 25-2; Reports 26-1, 26-2, 27-3, 27-4 |

- |    |   |
|----|---|
| 11 | TIMED WRITINGS (OPTIONAL); GDP Lessons 28, 29, 30, and 31; Reports 28-5, 28-6 |
| 12 | TEST 3—(REPORTS);GDP Lessons 32, 33, 34, and 35                               |
| 13 | Letters 31-3, 31-4, 31-5, 32-6, 32-7, and 32-8                                |
| 14 | GDP Lessons 36, 37, 38, 39, and 40  |
| 15 | FINAL EXAM (Comprehensive)  |

## II. Course Objectives\*:

- A. Student will keyboard by touch, use basic keyboarding terminology, and follow instructions. I, II, III, IV
- B. Student will format various business documents accurately at a reasonable speed. I, II, III, X

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

## III. Instructional Processes\*:

Students will:

- 1. Expand their keyboarding vocabulary through completion of weekly typing and reading assignments. *Communication Outcome*
- 2. Learn to key on an alpha-numeric keyboard used on personal computers. *Technological Literacy Outcome*
- 3. Format basic documents such as business letters and reports through the use of Word. *Technological Literacy Outcome, Personal Development Outcome*
- 4. Listen, read, and follow both written and oral instructions from the instructor and the textbook. *Communication Outcome, Personal Development Outcome*
- 5. Develop speed and accuracy using keyboarding software. *Technological Literacy Outcome*

\*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

## IV. Expectations for Student Performance\*:

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

- 1. Keyboard by touch at a rate of 23 gross words a minute for three minutes. A
- 2. Keyboard with no more than 5 errors during a three-minute timing. A
- 3. Define terms associated with keyboarding, documents, Windows XP, and document formats. A
- 4. Follow both written and oral instructions. A
- 5. Proofread and revise copy using proofreader's marks. B
- 6. Prepare business letters in block style. B
- 7. Key business reports. B

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

## V. Evaluation:

### A. Testing Procedures:

50% SPEED AND ACCURACY. Three-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.

| <u>Grade</u> | <u>Gross WPM</u> |
|--------------|------------------|
| A            | 37+              |
| B+           | 36               |
| B            | 34 - 35          |
| C+           | 31 - 33          |
| C            | 28 - 30          |
| D            | 23 - 27          |
| F            | 0 - 22           |

#### Errors

0 - 5 errors-no penalty

6 - 10 errors-drop grade one letter

11+ errors-timed writing does not count

#### 25% Tests

Application tests will be given which the student keys general text with numbers and symbols as well as formats documents such as business letters and reports. Written tests will be given to assess the knowledge of the correct formatting procedures as well as basic keyboarding skills.

#### 20% Assignments

Daily attendance and work attitude comprise a segment of this grade. Selected work will be graded. The student will complete keyboarding assignments to develop touch control of the keyboard and proper typing techniques, to build speed and accuracy, and to provide practice in applying those skills to the formatting of business documents (letters and reports). The grading scale for these documents is as follows:

#### Document Grading Scale

| <u>Errors</u> | <u>0</u> | <u>1</u> | <u>2-3</u> | <u>4</u> | <u>5+</u> |
|---------------|----------|----------|------------|----------|-----------|
| <u>Points</u> | 5        | 4        | 3          | 2        | 1         |

#### 5% Technique

Keyboarding technique will be rated on three factors: work area, position at the keyboard, and keystroking.

### B. Laboratory Expectations:

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.

### C. Field Work:

N/A

### D. Other Evaluation Methods:

None

E. Grading Scale:

|    |          |
|----|----------|
| A  | 93 - 100 |
| B+ | 90 - 92  |
| B  | 85 - 89  |
| C+ | 80 - 84  |
| C  | 75 - 79  |
| D  | 70 - 74  |
| F  | ≤ 69     |

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

**VI. 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. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] (*Pellissippi State, 2004-2006 Catalog, page 83*)

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. (*Pellissippi State, 2004-2006 Catalog, pages 62-63*)

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office. To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Other Policies:

Computer Usage Guidelines. College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State, 2004-2006 Catalog, pages 67-70*)

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 & Student Affairs Affairs. OST 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 "C" (75%) or better.