

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

**KEYBOARDING II/SPEED & ACCURACY  
OST 1105**

**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 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

**Corequisites:**

OST 1005

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

1. *Gregg College Keyboarding & Document Processing, 9th Edition (Lessons 1-120) Kit 3*. 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:**

<b>Week</b>	<b>Topic</b>
1	Email; Installation of Software; Timed Writings
2	GDP Lessons 41, 42, and 43
3	GDP Lessons 44, 45, and 46
4	GDP Lessons 47, 48, and 49
5	(READ 28-H, 28-I); Reports 28-5, 28-6, 41-13, 43-17, 43-18, 44-21
6	GDP Lessons 50, 51, and 52
7	TEST (REPORTS); GDP; Lessons 53, 54, and 55

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| 8  | (READ 31-F, 31-G, 32-H, 33-G, 46-E, 46-F, 47-E, 48-E, 49-E and 50-G); LETTERS—35-19, 40-20, 47-24, 47-25, 50-32, and 50-33 |
| 9  | GDP Lessons 56, 57, 58, 59, and 60   |
| 10 | TEST (LETTERS); GDP Lessons 61, 62, 63, and 64   |
| 11 | GDP Lessons 65, 66, 67, and 68   |
| 12 | TIMED WRITINGS (OPTIONAL); GDP Lessons 69, 70, 71, and 72  |
| 13 | GDP Lessons 73, 74, 75, and 76   |
| 14 | GDP Lessons 77, 78, 79, and 80   |
| 15 | FINAL EXAM (COMPREHENSIVE)   |

## 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 IX

\*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, personal-business letters, and unbound 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 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. Format reports in business and MLA styles. B
7. Format letters in block style and modified-block style with blocked and indented paragraphs. B

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

## V. Evaluation:

### A. Testing Procedures:

80% 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.

#### Grade Gross WAM

A	54+
B+	52 - 53
B	49 - 51
C+	46 - 48
C	42 - 45
D	36 - 41
F	0 - 35

#### Errors

0 - 5 errors, no penalty

6 - 10 errors, drop one letter grade

11 errors or more, not considered

#### 10% Tests

Production tests will be given to determine the quantity of work produced within a specified time.

Application tests will be given to assess the student's ability to correctly format the business documents covered in the course. Written tests will be given to assess the student's knowledge of the correct formatting procedures used to correctly format the business documents.

#### 10% Assignments

The student will complete keyboarding assignments to continue 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>	0	1	2-3	4	5+
Points	5	4	3	2	1

### 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. Grading Standards:

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

A	93 - 100
B+	90 - 92
B	85 - 89

C+	80 - 84
C	75 - 79
D	70 - 74
F	69 or less

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, 200-2006 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, 200-2006 Catalog, page 83)*

### 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 the 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, 200-2006 Catalog, page 83)*

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. 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.