PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

KEYBOARDING III
OST 2120

Class Hours: 3.0   **Credit Hours: 3.0**

Laboratory Hours: 0.0   **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:

An application-oriented course that includes timed production of office documents and correspondence. Speed and accuracy are emphasized. Students must attain a minimum speed of 53 wpm with five errors or fewer on a five-minute timed writing in order to advance to OST 2302.

Entry Level Standards:

Final grade of C or better in OST 1105 (preferred)

Prerequisite:

OST 1005 and 1105

Textbook(s) and Other Course Materials:

1. *Gregg College Keyboarding & Document Processing for Windows*, 9th edition (Lessons 1-120)
   Kit 3. Ober, Hanson, Johnson, Rice, Poland, and Rossetti. Glencoe/McGraw-Hill, 2002.
2. Two 3 ½" double-sided, high-density floppy disks: (one source and one backup).
3. Two-pocket folder (for submitting assignments—traditional classes only)

I. Week/Unit/Topic Basis:

Week	Topic
1	Email; Install Software (if needed); Timed Writings
2	GDP Lessons 81, 82, 83 , and 84
3	TABLES—64-23, 64-24, 64-25, 76-26, 76-27, 76-28, 77-29, 77-30, 78-32, 78-34, 79-35, 79-36, 79-37, 80-38, 80-39, 80-40, 88-45, 91-47, 92-48, and 97-52
4	GDP Lessons 85, 86 , 87, and 88
5	TEST (TABLES); GDP Lessons 90, 91, 92 and 93
6	LETTERS—62-55, 62-56, 62-57, 65-62, 65-63, 71-64, 71-65, 72-67, 72-68, 73-70, 73-72, 86-78, 88-80, 90-84, 90-86, 91-98, 93-90, 94-91, 96-94, and 99-97
7	Glencoe Lessons 94, 95,96, 97 and 98
8	TEST (LETTERS); GDP Lessons 99, 100, 101, and 102

9	REPORTS—61-37, 66-40, 66-42, 67-43, 67-45, 68-47, 68-48, 69-50, 69-51, 81-59, 85-61, 85-62, 94-49, 95-51, 97-69, 98-70, 99-71, 100-72, 100-73, 104-9, 105-13, 107-79, 107-80, 118-104, and 120-106
10	GDP Lessons 103, 104, 105, 106 and 107
11	TEST (REPORTS); GDP Lessons 108, 109, 110, 111 and 112
12	TIMED WRITINGS (OPTIONAL); MEMOS—63-58, 63-60, 63-61, 74-73, 74-74, 74-75, 75-56, 75-57, 75-58, 91-89, 95-93, 98-96, 101-1, 101-3, and 105-14
13	GDP Lessons 113, 114, 115, and 116
14	GDP Lessons 117, 118, 119, and 120
15	FINAL EXAM (Comprehensive)

II. Course Objectives*:

A. Keyboard by touch, to understand basic terminology used in typewriting, and to follow instructions. I, II, III, IV

B. Format various business documents accurately at a reasonable speed. I, II, III, IX, 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 alphanumeric keyboard used on personal computers. *Technological Literacy Outcome*

3. Format basic documents such as tables, business letters, personal-business letters, bound and unbound reports, and memorandums 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*

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 53 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, document formats. A

4. Follow both written and oral instructions. A

5. Proofread and revise copy using proofreader's marks. B

6. Format tabulation reports including vertical and horizontal centering. B

7. Format outlines and reports including endnotes, reference lists, and bibliographies. B

8. Format letters including special features in block style, modified-block style with block and

indented paragraphs. B

9. Format a memorandum using the appropriate format. B

10. Format administrative communications. B

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

V. Evaluation:

A. Testing Procedures:

50% 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)

Grade	Gross WPM
A	65+
B+	63 - 64
B	60 - 62
C+	56 - 59
C	53 - 55
D	47 - 52
F	0 - 46

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

25% Application and Written 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.

25% Assignments:
Selected daily work will be graded. The student will format office documents (tables, letters, reports, and memos). The grading scale for these documents is as follows:

Errors	0	1	2	3	4+
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 time 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 OST 2300.

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, 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 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, 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. 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 "C" (75%) or better.