

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**KEYBOARDING
OST 1100**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Spring 2010

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 the alpha-numeric keyboard used on personal computers. Basic document formatting is taught. Speed and accuracy are emphasized as well as introduction to computers and Windows.

Entry Level Standards:

No prior knowledge of the keyboard.

Prerequisites:

None

Textbook(s) and Other Course Materials:

1. *Gregg College Keyboarding & Document Processing*, 10th edition (Lessons 1-60) Kit 1. Ober, Johnson, and Zimmerly. Glencoe/McGraw-Hill, 2006.
2. One flash/thumb drive (128 MB minimum)
3. One two-pocket folder (traditional classes only)

I. Week/Unit/Topic Basis:

Week	Topic
1	Introduction to Computers; Introduction to Windows XP; Email (D2L and PSTCC)
2	GDP Lessons 1-3
3	GDP Lessons 4-7
4	GDP Lessons 8-10
5	GDP Lessons 11-13
6	GDP Lessons 14-16
7	GDP Lessons 17- 20

- 8 **MIDTERM;** GDP Lessons 21-24
- 9 Orientation to Word Processing; MLA Reports
- 10 GDP Lessons 25- 27
- 11 GDP Lessons 28-31
- 12 Business Letters; GDP Lessons 32-35
- 13 GDP Lessons 36-40
- 14 Timed Writings
- 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*
- 4. Listen, read, and follow both written and oral instructions from the instructor and the textbook. *Communication 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, Windows XP, and document formats. (A)
4. Follow both written and oral instructions. (A)
5. Proofread and revise copy using proofreader's marks. (A)
6. Create business letters in block style. (B)
7. Create MLA reports. (B)

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

V. Evaluation:

A. Testing Procedures:

40% 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 WAM</u>
A	37+
B+	35 - 36
B	33 - 34
C+	31 - 32
C	29 - 30
D	26 - 28
F	0 - 26

Errors

- 0 - 5 errors-no penalty
- 6 - 10 errors-drop grade one letter
- 11+ errors-timed writing does not count

50% 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.

10% 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>1-2</u>	<u>3</u>	<u>4</u>	<u>5+</u>
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Points 10 8 6 4 2

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 Online Catalog*)

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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 Online Catalog*)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 134 or 126 or by phone: 694-6751(Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

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 Online Catalog*)

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.