

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**SPEED & SKILLBUILDING
OST 1105**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

**Date 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 course designed to build speed and accuracy. Individualized diagnostic and corrective practice drills will be used to help students improve speed and accuracy.

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, 10th edition (Lessons 1-120) Kit 3.* Ober, Johnson, and Zimmerly. Glencoe/McGraw-Hill, 2006.
2. *KeyChamp.* Sharp, Olinzock, Santos. South-Western Publishing, 2003.
3. Flash/thumb drive (128 MB minimum)
4. One two-pocket folder
5. Presentation Binder:
Product #21514
Wilson-Jones Professional Series Smart View 12-Page Presentation Binder

Product #20105
Inserts Multi-Ring Pages

I. Week/Unit/Topic Basis:

Week Topic

- 1 Timed Writings; Email (D2L and PSCC); Introduction to Keyboarding Software Programs
- 2 GDP Lessons 41-45; KC Sessions 1-6
- 3 Tables
- 4 GDP Lessons 46-50; KC Sessions 7-12
- 5 GDP Lessons 51-55; KC Sessions 13-18
- 6 Reports
- 7 **MIDTERM**; GDP Lessons 56-60; KC Sessions 19-24
- 8 GDP Lessons 61-64; KC Sessions 25-30
- 9 Business Letters
- 10 GDP Lessons 65-69; DC Sessions 31-36; In-Basket Activities—(Optional)
- 11 Timed Writings; GDP Lesson 70-74; KC Sessions 37-42; In-Basket Activities
- 12 GDP Lessons 75-80; KC Sessions 43-48
- 13 KC Sessions 49-54
- 14 Timed Writings; KC Sessions 55-60
- 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. Format basic documents such as tables, reports, and business letters, through the use of MS Word. *Technological Literacy Outcome*
3. 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. 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 edit copy using proofreader's marks. B
6. Create and format tables. B
7. Create and format business reports. B
8. Create and format business and personal-business letters. B

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

V. Evaluation:

A. Testing Procedures:

60% 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	48+
B+	46 - 47
B	44 - 45
C+	41 - 43
C	37 - 40
D	30 - 36
F	0 - 30

Errors

0 - 5 errors – no penalty

6 - 10 errors – drop grade ONE letter

11+ errors – timed writing does not count

30% Tests

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 create 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 various documents (tables, reports, and letters). The grading

scale for these documents is as follows:

Document Grading Scale (Homework Only)

Errors	0	1-2	3	4	5+
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. 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 Online Catalog*)

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 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 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.