PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

KEYBOARDING I ON THE COMPUTER
OST 1100

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Spring 00

Catalog Course Description:
A study of the alpha-numeric keyboard used on personal computers, workstations, and typewriters. Basic document formatting is taught. Speed and accuracy are emphasized as well as basic operating systems features.

Entry Level Standards:
None

Prerequisites:
None

Textbook(s) and Other Reference Materials Basic to the Course:

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Alphabets--Lessons 1, and 2</td>
</tr>
<tr>
<td>3</td>
<td>Lessons 3 and 4</td>
</tr>
<tr>
<td>4</td>
<td>Lessons 5 and 6</td>
</tr>
<tr>
<td>5</td>
<td>Lessons 7 and 8</td>
</tr>
<tr>
<td>6</td>
<td>Lessons 9 and 10; Test—Alphabets; begin South-Western (Keyboarding Pro, Skillbuilding —Lessons A-T)</td>
</tr>
<tr>
<td>7</td>
<td>Numbers—Lesson 11 and 12</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Keyboard by touch, use basic keyboarding terminology, and follow instructions. I, II, III, IV

B. Format various business documents accurately at a reasonable speed. I, II, III, X

*Roman numerals after course objectives reference goals of the Business and Computer Technologies department.

III. Instructional Processes*:

Students will:

1. Expand their keyboarding vocabulary through completion of weekly typing and reading assignments. *Communication Outcome, Personal Development 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. *Communication Outcome, Technological Literacy Outcome, Active Learning Strategy*

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, Transitional Strategy*

*Strategies and outcomes listed after instructional processes reference Pellissippi State’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 95, and document formats. A
4. Follow both written and oral instructions. A
5. Proofread and revise copy using proofreader's marks. B
6. Center copy horizontally and vertically. B
7. Prepare business letters in block style. B
8. Prepare personal-business letters in block style. B
9. Key short unbound reports. B

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

V. Evaluation:

A. Testing Procedures: 50% of grade

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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Gross WPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>37+</td>
</tr>
<tr>
<td>B+</td>
<td>36</td>
</tr>
<tr>
<td>B</td>
<td>34 - 35</td>
</tr>
<tr>
<td>C+</td>
<td>31 - 33</td>
</tr>
<tr>
<td>C</td>
<td>28 - 30</td>
</tr>
<tr>
<td>D</td>
<td>23 - 27</td>
</tr>
<tr>
<td>F</td>
<td>0 - 22</td>
</tr>
</tbody>
</table>

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

B. Laboratory Expectations:

Students are expected to do lab work in addition to class work to complete assignments. Open labs are available at all sites. Check posted hours.

C. Field Work: 50% of grade

APPLICATION AND WRITTEN TESTS AND DAILY WORK. Application tests will be given by which the student keys general text and text with numbers and symbols. The student will also format office documents (letters and reports). Written tests will be given to assess your knowledge of the correct formatting procedures as well as basic keyboarding skills. Selected daily work will be graded. Daily attendance and work attitude comprise a segment of this grade.
Production Scale:

<table>
<thead>
<tr>
<th>Errors</th>
<th>0</th>
<th>1</th>
<th>2-3</th>
<th>4</th>
<th>5+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

D. Other Evaluation Methods:

N/A

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.

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.

C. Other Policies:

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 Affairs. The 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 "B" (85%) or better.