

MERCER COUNTY COMMUNITY COLLEGE
COURSE OUTLINE

OST 109
Course Number

Keyboarding for Computer Users
Course Title

1
Credit

4 per week
Class Hours

Business and Technology
Division

5 weeks
Length of Semester

TEXT:

TITLE: College Keyboarding & Document Processing for
Windows - Lessons 1-20

EDITION: 9th Edition

AUTHORS: Ober, Johnson, et.al.

PUBLISHER: Glencoe/McGraw-Hill

Catalog Description:

Students will use computers to learn the touch method of keyboarding. This fast-paced course is designed for those familiar with computers and seeking to improve their productivity. Those unfamiliar with computers should consider OST 111.

Prerequisite: Computer literacy

Co requisite: None

Kristen Callahan
Course Coordinator

Instructor's Name _____

Time/Location _____

Office/Phone Nos. _____

Office Hours _____

E-mail _____

Course Objectives:

To key alphanumeric material by touch (not looking at keys) at an average rate of 20-25 words a minute for two minutes with no more than five errors.

Software:

All keyboarding drills for skill development will be done on special keyboarding software, which automatically scores student performance.

Course Content/Schedule:

Week 1

Introduction to GDP keyboarding software

Lessons Assigned: 1-4

Lesson Goals:

- 1—A, S, D, F, J, K, L, semicolon key; space bar, enter key, spacing after semicolon. Type 10 wpm/1'/3e
- 2—H, E, O, R, keys. Type 11 wpm/1'/3e
- 3—M, T, P, C keys. Type 12 wpm/1'/3e
- 4—right shift, V, period key, W; count errors. Type 13 wpm/1'/3e

Week 2

Lessons Assigned: 5-8

Lesson Goals:

- 5—Reinforce new-key reaches. Type 14 wpm/1'/3e
- 6—I, left shift, hyphen, G keys. Type 15 wpm/1'/3e
- 7—U, B, colon and X keys. Type 16 wpm/1'/3e
- 8—Y, comma, Q and slash keys. Type 17 wpm/1'/3e

Week 3

Lessons Assigned: 9-12

Lesson Goals:

- 9—N, Z, ? keys and tab keys. Type 18 wpm/1'/3e
- 10—Alphabetic review. Type 19 wpm/1'/3e
- 11—5, 7, 3, and 9 number keys. Type 19 wpm/1'/5e
- 12—Review. Type 20 wpm/2'/5e

Week 4

Lessons Assigned: 13-16

Lesson Goals:

13—8, 2, and 0 number keys. Type 21 wpm/2'/5e

14—4, 6, and 1 number keys. Type 22 wpm/2'/5e

15—Review. Type 23 wpm/2'/5e

16—\$, (,) and ! keys. Type 24 wpm/2'/5e

Week 5

Lessons Assigned: 17-20

Lesson Goals:

17—Review. Type 25 wpm/2'/5e

18—*, #, and keys. Type 26 wpm/2'/5e

19—&, %, , and @ keys. Type 27 wpm/2'/5e

20—Review. Type 28 wpm/2'/5e

Evaluation

The final grade will be based on straight-copy keyboarding skill assessment using the following grading scale:

60% of Grade:

A = 25-28 wpm for 2 minutes with no more than 5 errors

B = 21-24 wpm for 2 minutes with no more than 5 errors

C = 17-20 wpm for 2 minutes with no more than 5 errors

D = 13-16 wpm for 2 minutes with no more than 5 errors

20% of Grade: Technique (typing by touch)

20% of Grade: Objective test on Lessons 1-20, as well as, material on *Study Guide*.

NOTE: The instructor will assign a final grade based on the above scale and the fact that the student is using the “touch” method of keyboarding; i.e., not looking at the keys while typing.

MERCER COUNTY COMMUNITY COLLEGE
OFFICE SYSTEMS TECHNOLOGY

Class Attendance and Make-up Work Policy

The following criteria will be strictly adhered to with regard to classroom attendance and assignments.

Absences:

1. Class attendance is mandatory for all students. However, it is recognized that occasionally an absence will be necessary. Any student exceeding six (6) hours (not meetings) of absences will automatically be downgraded one grade level at the discretion of the instructor.
2. Three (3) consecutive absences from class without contacting the instructor may be considered cause for an automatic withdrawal from the course by the instructor. If the reason is a medical excuse, the student is required to bring in a doctor's note.
3. If a student decides to discontinue attending the course, it is the student's Responsibility to follow through and officially withdraw from the course before the withdrawal deadline date. Failure to do this may result in the student receiving an "F" for the course.

Make-up Work:

1. All assignments are to be turned in on the date specified. Late assignments will be downgraded unless reason for lateness is fully justified.
2. When absence from class is necessary, you are still responsible for making up for all delinquent assignments. These assignments must be submitted within one week of your return. No assignments will be accepted after that time.
3. Students **MUST** be present for all scheduled tests. If you are absent on a test day without justifiable reason, you will not be permitted to make up the test. If your absence is excused, you are responsible for making up the test before the next class period. You must make arrangements for making up the test outside of class.

4. Each student's attendance is reported to the Registrar's Office every four weeks. The Registrar's Office is required by law to make attendance reports on students who are funded by Veterans' Benefits, Social Security payments, and other federal/state and private scholarship programs.

Note: Any exception to the above-stated policy can be made at the discretion of the instructor on an individual basis.

Academic Integrity Statement:

“A student who a.) knowingly represents work or others as his/her own; b.) uses or obtains unauthorized assistance in the execution of any academic work; or c.) gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized.” (Student Handbook)

Classroom Conduct Statement:

It is the students' responsibility to attend all of their classes. If they miss a class meeting for any reason, students are responsible for all content that is covered, for announcements made in their absence, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all their classes. If students walk into a class after it has begun, it is expected that they choose a seat close to where they entered the room so that they do not disrupt the class meeting.

Students are expected to follow ordinary rules of courtesy during class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class time while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community and pride and respect; we are all here to work cooperatively and to learn together.