



COURSE OUTLINE

OST 111
Course Number

Basic Keyboarding Applications
Course Title

3
Credits

2/2
Lecture/Laboratory

Business and Technology

Division

Text: Gregg College Keyboarding and Document Processing/Lessons 1-60
Edition: 10th Word 2007
Authors: Ober, Johnson, et al.
Publisher: Glencoe/McGraw-Hill

Last revised: 8/2007

Note: Students will need two 3.5” disks

Catalog Description:

Development of basic keyboarding skills using personal computers. In addition to the keyboard, students will learn many word processing basics as well as proper formatting procedures for letters, memos, tables, and reports. The skill goal for this course is 35 words a minute for three minutes with three or fewer errors. Students are expected to attend an open lab session when appropriate. Spring/Summer/Fall offering

Prerequisites: None
Corequisites: None

Note: Students must achieve a minimum “C” grade in order to progress to OST 112—Advanced Keyboarding Applications.

Colleen Courtney
Course Coordinator

INSTRUCTOR’S NAME _____
SECTION/TIME/ROOM # _____
OFFICE/PHONE NOS. _____
OFFICE HOURS _____
E-MAIL _____

OST 111—Basic Keyboarding Applications

COURSE-SPECIFIC GOALS AND OBJECTIVES

- To operate by touch the letter, number, and symbol keys.
- To demonstrate proper typing technique.
- To identify and count typing errors and determine speed.
- To use the correct spacing with punctuation.
- To develop proofreading skills and correctly use proofreaders' marks.
- To correctly use capitals, commas, apostrophes, and numbers.
- To develop spelling skills.
- To use the word processing commands necessary to complete the document processing activities.
- To format Business, and MLA reports with special features, (APA style reports will be introduced), Title Page, Works Cited page, Table of Contents, block and personal style business letters, envelopes, memos, lists, and tables.

UNIT OBJECTIVES/LESSONS SCHEDULE

Units 1, 2	Keyboarding: The Alphabet	Lessons 1-10
Unit 3	Keyboarding: The Numbers	Lessons 11-15
Unit 4	Keyboarding: The Symbols	Lessons 16-20
Unit 5	Word Processing	Lessons 21-25
Unit 6	Business Reports	Lessons 26-30
Unit 7	Correspondence Letters, Memos	Lessons 31-35, 47
Unit 8	Tables	Lessons 36-39
Unit 9	Reports, APA, MLA, Works Cited, Title Page, Table of Contents	Lessons 41-45

Evaluation *Final grades will be assigned as follows:*

30%--Straight-copy keyboarding skill grades are as follows based on 3' timings with no more than 3 errors. At least five at one level must be submitted to receive that level's grade. The timed writings in this section must be completed during regular classroom sessions and will be assigned by the instructor.

38+ WAM	= 100
36-37 WAM	= 96
34-35 WAM	= 93
32-33 WAM	= 90
30-31 WAM	= 86
28-29 WAM	= 83
26-27 WAM	= 80
24-25 WAM	= 76
22-23 WAM	= 73
20-21 WAM	= 70
18-19 WAM	= 66

16-17 WAM = 63

14-15 WAM = 60

Evaluation cont.

30% Objective Tests and Progress Checks on Document Production

20% Completion of Lab Assignments: All assignments not submitted will result in a “0” for that assignment.

20% Technique (typing by touch), posture and typing without looking at your fingers.

NOTE: The instructor will assign a final grade based on the scale below.

Grades will be assigned in accordance with the following:

Letter grade	Nominal %	QPA quality points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.4
C	70-76	2.0
D	60-69	1.0
F	0-59	0.0
S	70-100	NA
NC	0-69	NA

**MERCER COUNTY COMMUNITY COLLEGE
BUSINESS AND TECHNOLOGY DIVISION**

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 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 all 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 a test. If your absence is excused, you are responsible for making up the test before the next class period. You must arrange 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 Veteran's Benefits, Social Security payments, and other federal/state and private scholarship programs.

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

Classroom Conduct Statement

If a student misses a class meeting for any reason, he/she is responsible for all content that is covered, for announcements made, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all classes. Students who walk into class after it has begun are expected to choose seats close to where they entered the room so that they do not disrupt the class meeting. It is also expected that cell phones will **not** be used during classes. Should a cell phone ring or be used during a test, the grade for that test will be zero.

Students are expected to follow ordinary rules of courtesy during the 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 while someone is speaking, is not appropriate.

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

Academic Integrity Statement

A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. The penalty for violating the honor code is severe. (*See Student Handbook.*) Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

It is permissible to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.