

MAYLAND COMMUNITY COLLEGE  
Welcomes You To:

**OST 080 – 10**  
**Keyboarding**  
**2 Credit Hours, 3 Contact Hours**

**Summer 2007**

**Course Description:**

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

**Prerequisites:** None.

**Corequisites:** None.

**Instructor Information:**

<b>Instructor:</b>	Rhia M. Crawford
<b>Office Location:</b>	P223 (Inside Faculty Lounge, Sam Center)
<b>Telephone Number:</b>	(828) 765-7351 x331
<b>Email Address:</b>	rmcrawford@cc.mayland.edu
<b>Office Hours:</b>	<b>Posted Outside Office</b>

**Course Information:**

The student can complete the course requirements around his or her schedule. The keyboarding software is located in Rooms P213 and P218 in the Sam Center and in Room 238, the LRC, and the NEST in Gwaltney Hall. Room P218 is reserved from 11- 12:20 M-Th for Keyboarding.

**Required Text(s):**

Ober, Scot, et al. Gregg College Keyboarding & Document Processing, 10<sup>th</sup> Edition, Lessons 1 – 60. McGraw-Hill/Irwin, New York, NY, 2006.

**Course Objectives/Competencies:**

1. You will become better acquainted with the keyboard.
2. You will acquire confidence in keying ability without looking at the keyboard.
3. You will build up keyboarding speed to a minimum of 28 words per minute for two minutes with a maximum of 5 errors.
4. You will be able to use proper keyboarding technique while using the numeric keypad.

**Attendance Policy/Tardiness/Make-Up Work:**

You must strive to complete an average of 3 lessons each week in order to be able to complete the requirements for this class. The Summer term goes by fast and time can get away from you before you are aware of it. Therefore, I urge you to pay attention to this. I will monitor your progress and will be in touch with you if I notice a problem.

**Grading Criteria/Exams/Projects:**

You will complete Lessons 1-20, Keypad Exercises, and additional Skill-Building Exercises as noted in class and this syllabus. There is keyboarding software to accompany the text for most Lessons. You must complete each Lesson in order, and should not skip any parts of a Lesson to advance to the next one. Your grade will be based off of the timed writings found at the end of each Lesson, as well as on the completion of all Skill-Building Exercises. You will complete the timed writings as described in the textbook. If you do not meet your timed writing goal the first time that you attempt it (you get two timings per attempt), **the entire Lesson – not just the timed writing - must be repeated until you make that goal.** Failure to do so will prevent you from getting credit for the Lesson. As you complete the different parts of a Lesson, you will notice a bullet indicating that section has been completed or partially completed. I have access to all student files and will be able to monitor your progress. You will not need to print anything.

<u>Grading Criteria:</u>	<u>Letter Grade:</u>
Lesson 20, Keypad Exercises, and Skill-Building Exercises 100% completed with goal met .....	A
Lesson 18 100% completed with goal met .....	B
Lesson 16 100% completed with goal met .....	C
Lesson 14 100% completed with goal met .....	D
Lesson 14 not 100% completed .....	F

We will be using Mayland's LEO website (*leo.mayland.edu*) to augment and facilitate learning and communication in this class. You will need to quickly become familiar with this tool as we will be using it quite extensively. I will be posting announcements and emailing the class in LEO with important information as the need arises, especially on days of inclement weather or other unforeseen events. You are **REQUIRED** to regularly check LEO for such communications. Failure to do so will not excuse you from abiding by the information communicated.

While I have attempted to be as thorough as possible with this syllabus, course procedure may vary from this outline to meet the needs of this particular group.

**Academic Standards/Student Expectations/Ethics:**

Students are expected to maintain the highest levels of honor and respect involving all things associated with this course. This includes:

- Ensuring that the work for which you get credit is your own work. Cheating, copying, and plagiarism in all forms will not be tolerated. This includes 'sharing' homework, using unauthorized materials during exams (including your neighbor), or failure to cite appropriate sources.
  - You are expected to do your own typing. Anything else is considered cheating.
- Completing all assignments thoroughly and on time.
- Complying with MCC's Computer Resources Acceptable Use Policy.
- Complying with MCC's Student Conduct Policy.
- Allowing others the full opportunity to learn during class time. Therefore:
  - Turn off all cell phones and pagers or set them to silent alert.
  - Do not bring other people to class with you, including children, friends, or other family **FOR ANY REASON**. The computer lab classroom setting is not an appropriate place to have visitors.
  - Do not use computers for web-surfing, emailing, game playing, or any other non-class related activity during class. Since doing these non-class activities is a large temptation for classes taught in the computer lab, and since they are a large distraction for everyone in the room including other students and the instructor, I will be very watchful for activity which is not related to the lesson at hand. You are expected to monitor your own conduct. I suggest that instead of playing online, you take notes. If you pursue these activities you **WILL** be asked to leave class. If non-class Internet usage / game-playing continues or becomes an issue, further appropriate measures will be taken.

**Withdrawal Dates:**

End of Unconditional Withdrawal	–	Thursday, June 21, 2007
End of Conditional Withdrawal	–	Monday, July 16, 2007

**If you have not been working in the software and have not contacted me for a period of one-week, I will submit an administrative withdrawal and you will be dropped from the class. Therefore, if for some reason you are not going to be able to work on your Keyboarding, please get in touch with me. You can reach me in my office, by telephone, or by email.**

**Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.**