

**OST 80 – 75**  
**Keyboarding Literacy**  
**2 Credit Hours, 3 Contact Hours**

**Fall 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:**

**Instructor:** Keegan Anderson  
**Office Location:** P212  
**Telephone Number:** (828) 765-7351 ext. 333  
**E-mail Address:** kbanderson@cc.mayland.edu  
**Office Hours:** Posted Outside Office  
Also by appointment as needed.

**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. If you do not see the GDP software, log off the computer and log back in using “student” for the **username** and “mayland” for the **password**.

**Required Text(s):**

Ober, Johnson, and Zimmerly, Gregg College Keyboarding & Document Processing. Lessons 1-20 (Green Cover) McGraw-Hill, Gibbsboro, NJ.

**LRC Resources:**

none

**Required supplies:**

none

**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 20 words per minute for three minutes after discounting errors.

**ADA statement:**

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.

**Grading Criteria:**

We will complete Lessons 1-20 as well as several drill exercises this semester. There is keyboarding software to accompany the text for each lesson. **You must complete each lesson in order.** If you do not pass the test at the end of a particular lesson, you are required to go back and repeat the lesson in its entirety one time before you take the test again. Once you have repeated the lesson, you can take the test until you pass. 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.

**Grading Criteria:**

**Letter Grade:**

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

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

As college students, you will take personal responsibility for learning in this class. This means:

1. Be responsible for keeping up with assignments, notes, etc.
2. Complying with Mayland’s Computer Resources Acceptable Use Policy.
3. Complying with Mayland’s Student Conduct Policy. Students will be expected to conduct themselves in a professional matter; rudeness, inappropriate comments, outburst in class, surfing web during lecture, etc. will not be tolerated. You will be ask to leave for the day on your first offense, the second you will be dropped from the class.
4. Allow others the full opportunity to learn during class time. This means:
  - \*Turn off cell phones, pagers, etc.
  - \*Do not bring other people or children to class with you.
  - \*Do not use computers for games, e-mail, etc. during class.
6. Cheating and Plagiarism will not be tolerated in class. You will be dropped from the class for any form of cheating.

**Withdrawal Dates:**

End of Unconditional Withdrawal	Tuesday, September 25 <sup>th</sup>
End of Conditional Withdrawal	Thursday, November 1 <sup>st</sup>

**Course Outline**

- I. The Alphabet
- II. The Numbers
- III. The Symbols