

MAYLAND COMMUNITY COLLEGE
Welcomes You To:

OST 132 – 70
Keyboard Skill Building
2 Credit Hours, 3 Contact Hours

Summer 2005

Course Description:

This course provides accuracy- and speed-building drills. Emphasis is on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

Prerequisites: OST 131

Corequisites: None.

Instructor Information:

Instructor: Rhia Crawford
Office Location: P223 – Inside Faculty Lounge, Sam Center
Telephone Number: (828) 765-7351 x331
Email Address: rmccrawford@cc.mayland.edu
Office Hours: Posted outside office

Course Information:

This class is a self directed course which means that you will work around your schedule. You can use the computers in Rooms P213 and P218 in the Sam Center, Room P238 in Gwaltney Hall, or the computers in the LRC. If you are a SOAR student, you can also use the computers in the NEST.

Required Text(s):

Eide, Rieck, and Klemin. Skillbuilding: Building Speed and Accuracy on the Keyboard, 3rd Edition. McGraw-Hill, 2003.

Course Objectives/Competencies: Upon completion of this course, the student will be able to use the keyboard with greater speed and accuracy. The course entry test and the course exit test will show amount of improvement. Diagnostic tests will be given to determine areas for improvement. Corrective drills will be keyed and diagnostic tests will be taken again to check for progress. **These competencies directly support the Office System Technology Associate in Applied Science degree program learning outcome of “Demonstrate increased keyboarding skills using proper technique.”**

Grading Criteria/Exams/Projects:

You will take a course entry timing at the beginning of the course and a course exit timing at the end of the class. You will also take an alphabetic diagnostic timing to determine what keys you need to concentrate on.

Your final grade will be determined from the Progress Checks (75%) and the difference in Course Entry/Exit timings (25%). Only the progress checks with five or fewer errors will be counted. I will use the three highest progress check grades to count towards your final grade. The scores for the three highest progress checks will be totaled and divided by 3 to get your Progress Checks grade. If you have less than three progress checks with five or fewer errors, the scores for what you have will be totaled and divided by 3 to get your grade for the Progress Checks. For the progress checks, one point will be deducted from your words per minute score for each error. Two points will be deducted from the final grade for each lesson not completed.

Final Grading Scale:

A = 94 – 100
B = 85 – 93
C = 77 – 84
D = 70 – 76
F = 00 – 69

WPM Scale: (Only count those with 5 or fewer errors)

45 & up = 100 20-24 = 75
40-44 = 95 Below 20 = 70
35-39 = 90
30-34 = 85
25-29 = 80

Your beginning or base rate will be determined from your course entry timing. The following scale will be used to grade the improvement in your course exit timing:

COURSE ENTRY SPEED	A = 96	B = 88	C = 80	D = 75
70 or above	+4 wpm	+3 wpm	+2 wpm	+1 wpm
60 - 69	+5 wpm	+4 wpm	+2-3 wpm	+1 wpm
50 – 59	+6 wpm	+5 wpm	+3-4 wpm	+2 wpm
40 – 49	+7 wpm	+6 wpm	+4-5 wpm	+3 wpm
30 – 39	+8 wpm	+7 wpm	+5-6 wpm	+4 wpm
29 or below	+8 wpm	+7 wpm	+6 wpm	+5 wpm

As I grade, I will post your grades on LEO so that you can see how you are progressing throughout the term. The grade you see on LEO will only be an estimate of your final grade. Your actual grade will not be calculated until the end of the semester once everything is completed.

Inclement Weather Procedures:

Please use your own judgment about coming to school during inclement weather. Be sure to check the Mayland website (www.mayland.edu), the LEO website (leo.mayland.edu) or listen to local radio and television stations to see if Mayland is operating on a different schedule in inclement weather.

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:

- Doing your own work. Assignments that are not representative of your own work will be given a score of zero.
- Completing all assignments thoroughly and on time.
- Complying with MCC's Computer Resources Acceptable Use Policy.
- Complying with MCC's Student Conduct Policy.

Withdrawal Dates:

End of Unconditional Withdrawal – Thursday, June 23, 2005
 End of Conditional Withdrawal – Tuesday, July 19, 2005

If a student has not been in contact with the instructor and has not completed any work in the keyboarding software for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor and the student will be dropped from the course.

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.

Due Date	Lessons
June 10	<ul style="list-style-type: none"> • Course Entry Timing • Alphabetic Diagnostic • Number Entry Timing • Two Alphabetic Lessons • Number 97 • Number 98 • PROGRESS CHECK 1
June 17	<ul style="list-style-type: none"> • Three Alphabetic Lessons • Number 99 • Number 100 • Number 101 • PROGRESS CHECK 2 • Pacing practice • PROGRESS CHECK 3
June 24	<ul style="list-style-type: none"> • Ind. Finger 27 • Ind. Finger 28 • Ind. Finger 29 • Number 102 • Number 103 • PROGRESS CHECK 4 • Pacing Practice
July 1	<ul style="list-style-type: none"> • Ind. Finger 30 • Ind. Finger 31 • Number 104 • Number 105 • Number 106 • PROGRESS CHECK 5
July 4-8	SUMMER BREAK
July 15	<ul style="list-style-type: none"> • Lesson 45 • Lesson 47 • Lesson 52 • Lesson 54 • Lesson 57 • Lesson 60 • PROGRESS CHECK 6
July 22	<ul style="list-style-type: none"> • Lesson 67 • Lesson 70 • Lesson 72 • Lesson 75 • Lesson 77 • RH/LH Diagnostic • PROGRESS CHECK 7
July 29	<ul style="list-style-type: none"> • Lesson 82 • Lesson 85 • Lesson 87 • Lesson 88 • Lesson 92 • Lesson 93 • PROGRESS CHECK 8
August 5	<ul style="list-style-type: none"> • Three Alphabetic Lessons from Lessons 1-26 • Pacing Practice • PROGRESS CHECK 9 • Pacing Practice • PROGRESS CHECK 10 • COURSE EXIT TIMING