

**MAYLAND COMMUNITY COLLEGE
Welcomes You To:**

**OST 134-10
Text Entry and Formatting
3 credit hours -- 4 contact hours**

Spring 2007

Course Description

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

Prerequisites: OST 080

Corequisites: None

Instructor Information

Instructor: Rhia Crawford
Office Location: Room P223 (Inside Faculty Lounge)
Telephone Number: 828-765-7351, Ext. 331
E-mail Address: rmccrawford@cc.mayland.edu
Office Hours: Posted outside door

Course Information

This class will meet on Mondays and Wednesdays from 11-12:20 and on Fridays from 11-11:50.

**DELAYED SCHEDULED MEETING TIMES: M & W 12:15 - 1:15
F 12:15 - 12:55**

Required Text(s): Ober, et al, College Keyboarding & Document Processing, 10th edition, McGraw-Hill, 2006

Required supplies: A Jump Drive or Diskette

Course Objectives/Competencies: Upon completion of this course, the student will have:

1. increased keying speed to meet required industry standards.
2. become familiar with the keyboarding and document processing rules and techniques and will be able to produce documents in mailable form.
3. mastered the keyboard in order to produce documents quickly and accurately.

Attendance Policy/Tardiness/Make-Up Work:

You are expected to attend all class sessions. All assignments will have a due date. No late assignments will be accepted. However, I will drop the lowest assignment grade so use it wisely.

Production tests will be announced at least one week in advance. If a student is unable to take a test as scheduled, it is the student's responsibility to notify the instructor PRIOR to the test and to make arrangements for a make-up. Make up tests are given during posted office hours. An appointment has to be scheduled for the make up test. The student will have one week from the date of the test to take the make-up test. During this week, three points will be deducted from the final test grade for each school day after the date of the original test. After one week, the grade for the test will be a zero. Students are allowed to make up only one test per semester. but cannot make up the last test.

Missed timed writings will not be made up.

Grading Criteria/Tests/Projects:

There will be a variety of keyboarding assignments that will be graded and returned to you. Five points will be deducted for each error (formatting, keying, etc.) on each assignment. There will also be weekly timed writings to keep up with keyboarding speed. The highest timed writing grade for each week will be recorded using the scale below. There will be at least two, possibly three, production tests given throughout the semester.

All keyboarding assignments will be averaged together for one-third of your final grade. All timed writings will be averaged together for one third of your final grade. All production tests will be averaged for one third of your final grade. The three grades will then be averaged to determine your final grade.

Grading Scale:

- A = 94-100**
- B = 85-93**
- C = 77-84**
- D = 70-76**
- F = Below 70**

The following scale will be used for timed writings:

- 50 WAM & up = 100
- 45-49 WAM = 95
- 40-44 WAM = 90
- 35-39 WAM = 85
- 30-34 WAM = 80
- 25-29 WAM = 75
- Below 25 WAM= 70

Inclement Weather Procedures:

Please listen to local radio stations and television stations for details outlining the college's procedures. You can also check **LEO (leo.mayland.edu)** or the MCC website (www.mayland.edu). Decisions are made as early as possible and we all know that the weather can change quickly causing last minute decisions in the announcements. If you have questions, call the college for a recorded message regarding closings or delays. Use your own judgment-- never risk your life or someone else's life to attend class.

Academic Standards/Student Expectations/Ethics:

As college students, you will take personal responsibility for learning in this class. This includes completing your own work. Turning in someone else's work for your own is not acceptable and will not be tolerated. If caught, the students involved will receive a zero for the assignment and the incident will be reported to the Vice-President for Instructional Services where a file will be kept. If there are repeated incidents, the documentation will be forwarded to Student Development for further sanctions. Refer to the **MCC Academic Integrity Code**. Each student using the Mayland Community College computers in labs or in the LRC will be expected to comply with the **Computer Resources Acceptable Use policy**. Please refer to your Student Handbook for more information.

Withdrawal Dates:

End of Unconditional Withdrawal	Tuesday, February 13, 2007
End of Conditional Withdrawal	Tuesday, March 27, 2007

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.

Course Outline/Weekly Topics

Week 1 -- Skill Analysis and Development, Brief WP Review

Weeks 2-3 -- Report Formatting

Weeks 4-7 -- Business Correspondence Formatting

Week 8 -- Production Tests

Weeks 9-10 -- Additional Report Formatting

Weeks 11-12 -- Additional Business Letter Formatting

Weeks 13-14 -- Integrated Employment Project

Week 15 -- Projects

Week 16 -- Production Tests