OAD 103   INTERMEDIATE KEYBOARDING

I. OAD 103   INTERMEDIATE KEYBOARDING – 3 Semester Hours

II. Course Description

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

III. Prerequisite

OAD 101 /or permission of instructor

IV. Textbook

Text: Gregg College Document Processing, Lessons 61 – 120
Publisher: Glencoe McGraw/Hill
Authors: Ober, Johnson and Zimmerly.

Internet Courses

Software: Gregg Take Home Gdp Software
Publisher: Glencoe McGraw/Hill
Authors: Ober, Poland, Hanson, et. Al.

Optional

Text: Gregg College Keyboarding & Doc Proc Ms Office, Manual
Publisher: Glencoe McGraw/Hill
Authors: Ober, Poland, Hanson, et. Al.

V. Course Objectives

1. The student will be able to type from straight copy at the rate of 35 wpm for five minutes with five errors or less.
2. The student will demonstrate an understanding of computer fundamentals and selected software functions.
3. The student will be able to produce letters, reports, tables, and memoranda with reasonable speed and accuracy, and will be able to save documents to diskette; retrieve, edit, format, and print documents.
4. The student will be able to proofread copy and make necessary corrections.

VI. Course Outline of Topics

1. Given a minimum of ten timed writings during the quarter, the student will attain the minimum speed on at least two timed writings in order to pass the course (one word will be subtracted for each error in excess of five).
2. Speed Grading
   - 50 +   = A
   - 45 - 49 = B
   - 40 - 44 = C
   - 35 - 39 = D
3. The student will demonstrate an understanding of computer fundamentals and selected software functions.

4. Given specific instructions in computer fundamentals and selected software functions, the student will answer pertinent questions with at least 60 percent accuracy.
5. The student will be able to produce letters, reports, tables, and memoranda with reasonable speed and accuracy, and will be able to save documents to diskette; retrieve, edit, format, and print documents.
6. Given a minimum of three production tests on tables, letters, memoranda, and reports, the student will produce selected documents within a given period of time with at least 60 percent accuracy.
7. The student will be able to proofread copy and make necessary corrections.
   a. The student will be given rough draft and unarranged copy to produce correctly formatted documents.
   b. The student will be responsible for finding and correcting unmarked and typographical errors in all production assignments and tests.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

Suggested Grading

A.	Five-minute timed writings	25%
B.	Homework/classwork	25%
B.	Production/written tests	25%
C.	Final Exam	25%

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).