

POFT 2203 SPEED & ACCURACY – COURSE SYLLABUS

Prerequisite: Key 45 wpm on a 5-minute timed writing with 5 or fewer errors.

Semester Credit Hours: 2

Length of Course: 16 weeks

Instructional Methodology:

- Tutorial which features an individualized diagnostic/prescriptive process for developing speed and accuracy
- Student guide to enable you to work independently
- Instructor- and Lab Tech-assisted flex-entry computer lab

Course Rationale: This course will provide you a specialized skill which will enable you to meet the current and future needs of the business world.

Course Description: A course which is designed to review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and accuracy.

Course Objective: The purpose of this course is to build keyboarding skills and techniques to a minimum of 50 gwam with 5 or fewer errors by completing specific accuracy and speed studies.

SCANS Competencies:

- Reading
- Responsibility
- Self-management

Material Required:

- *Skill Building Pro*, Walter Sharp and Ronald Johnson, ISBN 13: 978-0-538-72991-8 or ISBN 10: 0-538-72991-0.
- Flash Drive

Textbook available at Eastview Campus Bookstore (512) 927-1619. Reserve online at

<http://austincc.bkstore.com>

Grading:

- Upon successful completion of the cycles and timings, the course is complete, regardless of the assignment schedule.
- If you do not intend to continue this course, you should inform the Instructor of Record and complete a withdrawal form. The form is available in the Admissions Office of any campus.
- If you do not meet the requirements for a grade in the course and you have not withdrawn, the grade for the session will be an "F."

Final Grade will be determined by averaging the following grades:

16% - Completion of 8 Groups of Lessons

Each group of lessons is worth 2% or 2 points toward your final grade. To earn credit for a group, you must have completed all previous groups.

Group 1: Lessons 21-25

Group 2: Lessons 26-30

Group 3: Lessons 31-35

Group 4: Lessons 36-40

Group 5: Lessons 41-45

Group 6: Lessons 46-50

Group 7: Lessons 51-55

Group 8: Lessons 56-60

84% - Two 5-Minute Timed Writings

Use the **Timed Writing Scale for Final Grade** to compute your final grade.

You will be given instructions in the lab on how to do the timed writings for your final grade.

Timings may be attempted numerous times throughout the semester but you should begin the timings by Group 7. **Timings with more than 5 errors and less than 50 wpm should not be submitted.**

IMPORTANT: For your Final 5-Minute Timed Writings, you will test on a keyboard that does NOT show the letters.