



COURSE OUTLINE

<u>OST112</u>	<u>ADVANCED KEYBOARD APPLICATIONS</u>
Course Number	Course Title
<u>3</u>	<u>2/2 hours 15 weeks</u>
Credits	Hours: lecture/laboratory/other (specify)

Catalog description:

Advanced keyboarding applications are introduced including various letter styles and notations, comprehensive reports and tables, business statements and forms, legal documents, creating web pages and flyers, Itineraries, and designing cover pages.

Prerequisites: OST111 with minimum "C" grade

Required texts/other materials:

Gregg College Keyboarding & Document Processing 10th edition Microsoft Word 2007
Lessons 61-120 by (authors) Ober, Johnson, & Zimmerly
Glencoe/McGraw-Hill 2007

Last revised: August, 2007

Course coordinator: Colleen Courtney

Materials: Blank 3.5" High density diskette; Reference manual/dictionary

Instructor's Name _____

Time/Location _____

Office/Phone No. _____

Office Hours _____

E-mail _____

Course goals:

The student will be able to:

- Format reports, multipage letters, multipage memos, and tables.
- Improve composing and spelling skills.
- Refine proofreading skills and correctly use proofreaders' marks.
- Type at least 40 words a minute with 5 errors or less.
- Format International business documents.
- Apply the appropriate formatting to legal documents.
- Design office forms, office publications, and Web pages.

Course-specific General Education goals and objectives.

The student will be able to:

- Comprehend, evaluate, and apply what they read, hear, and see.
- Evaluate, revise, and edit documents in order to communicate effectively.
- Identify, analyze, and format assigned work by using problem solving skills.
- Recognize and explain the consequences of prejudicial attitudes and discriminatory actions in the work place.
- Recognize the needs and concerns common to culturally diverse peoples.

Units of study in detail. [List the units of study according to the general topics or themes by which the course is organized. Units of study are not chapter titles, but should be seen as independent of the selected textbook. For each unit, identify specific learning objectives. These unit learning objectives should stem from the overall course objectives and applicable General Education objectives. Unit learning objectives should state (in terms that can serve as the frame of reference for ongoing assessment of both student achievement and of the course's effectiveness) what successful students will be able to demonstrate, perform or exhibit at the end of the unit.]

Unit I **Skill Refinement and Formatting of Basic Documents**

Learning Objectives

The student will be able to...

- Format Business and Academic Reports.
- Format Personal-Business Letter in Modified and Block Style.
- Format Memos.
- Format Boxed, Ruled, and Open Tables.
- Format Employment Documents.
- Proofread and type all documents so that they are mailable.

Unit II **Reports**

Learning Objectives

The student will be able to...

- Demonstrate knowledge of Report styles by typing them with accuracy and correct format.
- Format Itineraries in correct style
- Format Agendas and Minutes of Meetings in addition to Reports Formatted in Columns.
- Type at least 41 wpm/5' with no more than 5 errors.

Unit 111 **Multipage Documents**

Learning Objectives

The student will be able to...

- Type multipage documents using correct format.

- Format Multipage Letters and Memos using correct style and placement of page numbers.
- Format Special Letter Features
- Use the correct format for a Memo Report.
- Type at least 42 wpm/5' with no more than 5 errors.

Unit 1V Tables

Learning Objectives

The students will be able to...

- Arrange and type various Tables with accuracy and correct format.
- Use Predesigned Table Formats to and apply them to various table projects.
- Type at least 43 wpm/5' with no more than 5 errors.

Unit V International Formatting

Learning Objectives

The students will be able to...

- Format various letters and tables using International Formatting for Canada, France, and Japan.
- Arrange the International Addresses correctly for Letters and Envelopes.
- Type at least 45 wpm/5' with no more than 5 errors.

Unit VI Legal and Medical Documents

Learning Objectives

The students will be able to...

- Type Medical Office Documents in correct format.
- Type Legal Office Documents in correct format.
- Type 46 wpm/5' with no more than 5 errors.

Unit VII Designing Office Publications and Forms

Learning Objectives

The students will be able to...

- Design Cover Pages using accuracy and correct format.
- Design Announcements and Flyers using accuracy and correct format.
- Design Newsletters using individual creativity.
- Type 49 wpm/5' with no more than 5 errors.

Unit VIII Designing Web Pages

Learning Objectives

The students will be able to...

- Create, save, and view Web Pages.
- Create Web Pages with hyperlinks.
- Format Web Pages.
- Type 50 wpm/5' with no more than 5 errors.

Evaluation of student learning:

30% Production Work – Assigned production work will be evaluated for proper formatting and proofreading. Documents with errors will have to be corrected and resubmitted. The grade for resubmitted work will be adjusted downward. All documents must be “mailable” to be accepted. Any production work that is not submitted will receive a “0” grade

35% Timed Writings – The following grading scale will be used for assigning a timed writing grade for five-minute timings with no more than five errors. At least 8 timings at one level must be submitted to

Receive that level's grade. Timed writings used for grading purposes must be completed during regular class sessions.

55 wam and above	= 100
53-54 wam	= 96
51-52 wam	= 93
49-50 wam	= 90
47-48 wam	= 86
45-46 wam	= 83
43-44 wam	= 80
41-42 wam	= 76
39-40 wam	= 73
37-38 wam	= 70
35-36 wam	= 66
33-34 wam	= 63
31-32 wam	= 60

THE ABOVE SCALE APPLIES TO KEYBOARDING USING THE "TOUCH METHOD"; I.E. KEYBOARDING WITHOUT LOOKING AT THE KEYS.

35% Application , Theory, and Proofreading and Editing Tests.

NOTE: The instructor will assign a final grade based on the scale below.

Grades will be assigned in accordance with the following:

Letter grade	Nominal %	QPA quality points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.4
C	70-76	2.0
D	60-69	1.0
F	0-59	0.0
S	70-100	NA
NC	0-69	NA

**MERCER COUNTY COMMUNITY COLLEGE
BUSINESS AND TECHNOLOGY DIVISION**

Class Attendance and Make-up Work Policy

The following criteria will be strictly adhered to with regard to classroom attendance and assignments.

Absences:

1. Class attendance is mandatory for all students. However, it is recognized that occasionally an absence will be necessary. Any student exceeding six (6) hours (not meetings) of absences will automatically be downgraded one grade level at the discretion of the instructor.
2. Three (3) consecutive absences from class without contacting the instructor may be considered cause for withdrawal from the course by the instructor. If the reason is a medical excuse, the student is required to bring in a doctor's note.
3. If a student decides to discontinue attending the course, it is the student's responsibility to follow through and officially withdraw from the course before the withdrawal deadline date. Failure to do this may result in the student receiving an "F" for the course.

Make-up work:

1. All assignments are to be turned in on the date specified. Late assignments will be downgraded unless reason for lateness is fully justified.
2. When absence from class is necessary, you are still responsible for making up all assignments. These assignments must be submitted within one week of your return. No assignments will be accepted after that time.
3. Students **MUST** be present for all scheduled tests. If you are absent on a test day without justifiable reason, you will not be permitted to make up a test. If your absence is excused, you are responsible for making up the test before the next class period. You must arrange for making up the test outside of class.
4. Each student's attendance is reported to the Registrar's Office every four weeks. The Registrar's Office is required by law to make attendance reports on students who are funded by Veteran's Benefits, Social Security payments, and other federal/state and private scholarship programs.

Note: Any exception the above-stated policy can be made at the discretion of the instructor on an individual basis.

Classroom Conduct Statement

If a student misses a class meeting for any reason, he/she is responsible for all content that is covered, for announcements made, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all classes. Students who walk into class after it has begun are expected to choose seats close to where they entered the room so that they do not disrupt the class meeting. It is also expected that cell phones will **not** be used during classes. Should a cell phone ring or be used during a test, the grade for that test will be zero.

Students are expected to follow ordinary rules of courtesy during the class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are here to work cooperatively and to learn together.

Academic Integrity Statement

A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. The penalty for violating the honor code is severe. (*See Student Handbook.*) Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

It is permissible to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.