OST111 COURSE OUTLINE

Course Number: OST111
Course Title: Computer Keyboarding w/ Word Proc. Applications
Credits: 3

Hours: Lecture/Lab: 2/2
Co- or Pre-requisite: none

Catalog description:
Develops basic keyboarding skills. Students learn the keyboard and basics of word processing including proper formatting procedures for letters, memos, reports and tables. Skill goal is 30-45 words per minute for three minutes with three or fewer errors.

Required texts/other materials:
Text: See course syllabus or MCCC bookstore for current textbook
Software: Microsoft Word (See course syllabus for software version)

Revision date: Spring 2019
Course coordinator: Professor Kristen Callahan
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Course-Competencies/Goals:
The student will be able to:
1. operate by touch the letter, number, and symbol keys.
2. demonstrate proper typing technique.
3. identify and count typing errors and determine speed.
4. use the correct spacing with punctuation.
5. develop proofreading skills and correctly use proofreaders’ marks.
6. correctly use capitals, commas, apostrophes, and numbers.
7. develop spelling and grammar skills.
8. use the word processing commands necessary to complete the document processing activities.
9. format Business, MLA and APA style reports with special features. In addition, report Title Pages, Works Cited pages, and Table of Contents will also be formatted.
10. Revise and format block and personal style business letters. In addition envelopes, memos, lists, and tables will be formatted.

Course-specific General Education Knowledge Goals and Core Skills:

General Education Knowledge Goals
Goal 1: Communication. Students will communicate effectively in both speech and writing.
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**Goal 2: Technology.** Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

**Goal 3: Diversity.** Students will understand the importance of a global perspective and culturally diverse people.

**MCCC Core Skills**

**Goal A. Written and Oral Communication in English.** Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.

**Goal B. Critical Thinking and Problem-solving.** Students will use critical thinking and problem solving skills in analyzing information.

**Goal C. Information Literacy.** Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

**Goal D. Computer Literacy.** Students will use computers to access, analyze or present information, solve problems, and communicate with others.

**Goal E. Intra-Cultural and Inter-Cultural Responsibility.** Students will demonstrate an awareness of the responsibilities of intelligent citizenship in a diverse and pluralistic society, and will demonstrate cultural, global, and environmental awareness.

**Units of study in detail.**

**Unit I:** Keyboarding the Alphabet, Numbers, and Symbol Keys by Touch

*The student will be able to:*

- Operate by touch the letter, number and symbol keys while typing several assigned drills. *(Course Competencies 1 & 2; Gen Ed Goal 1 & 2)*
- Demonstrate proper typing technique. *(Course Competencies 2; Gen Ed Goal 2)*

**Unit II:** Proofreading to Locate Typing Errors and Determine Speed

*The student will be able to:*

- Develop proofreading skills and correctly use proofreaders’ marks. *(Course Competencies 5; Gen Ed Goal 2)*
- Identify and count typing errors. *(Course Competencies 3; Gen Ed Goal 2)*
- Determine speed on all timed writings taken from 1 to 3 minutes. *(Course Competencies 3; Gen Ed Goal 2)*

**Unit III:** Grammar and Spelling

*The student will be able to:*

- Develop spelling and grammar skills by typing assigned Language Arts drills. *(Competencies 7; Gen Ed Goal 1)*
- Correctly use capitals, commas, apostrophes and numbers. *(Competencies 6; Gen Ed Goal 1)*
- Use the correct spacing with punctuation. *(Course Competencies 4; Gen Ed Goal 1)*

**Unit IV:** Format Documents using Several Word Processing Commands

*The student will be able to:*

- Format reports using the word processing commands necessary to complete the documents. *(Competencies 8 & 9; Gen Ed Goal 1 & 2)*
- Type and understand the contents of each report in order to increase awareness of diversity in various cultures. *(Competencies 8 & 9; Gen Ed Goal 3)*
- Revise documents as needed *(Competencies 5, 6, 7, 10; Gen Ed Goals 1 & 2).*
Format business and personal letters, memos, and tables using the correct style.
(Competencies 5, 6, 7, 10; Gen Ed Goals 1 & 2)

Evaluation of student learning: Theory Tests using Completion statements are given to determine SLOs on the basics of understanding concepts given in keyboarding and word processing. Students must demonstrate at least 75% proficiency in each test taken. Timed writings are given in each lesson to enable students to type proficiently and accurately in addition to developing proofreading skills. The formatting of reports, letters, memos, and tables, etc. is given in class. SLOs are determined through application of concepts in typed, professional documents.

Academic Integrity Statement:

Mercer County Community College is committed to Academic Integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty. The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

A. Uses or obtains unauthorized assistance in any academic work.
   • copying from another student’s exam.
   • using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
   • stealing an exam or possessing a stolen copy of an exam.

B. Gives fraudulent assistance to another student.
   • completing a graded academic activity or taking an exam for someone else.
   • giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
   • sharing answers during an exam by using a system of signals.

C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
   • submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
   • using another author’s words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately.
   • presenting another individual's work as one's own.
   • submitting the same paper or academic assignment to another class without the permission of the instructor.
   • falsifying bibliographic entries.
   • submitting any academic assignment which contains falsified or fabricated data or results.

D. Inappropriately or unethically uses technological means to gain academic advantage.
   • inappropriately or unethically acquiring material via the Internet or by any other means.
   • using any electronic or hidden devices for communication during an exam.

Office of Special Services: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined, or which will require academic accommodations, please notify your instructor at the start of the semester. Any student who has special needs because of a disability is entitled to receive accommodations. Eligible students at Mercer County Community College are assured services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. If you believe you are eligible for services, please contact the Director of Academic Support Services at (609) 570-3525.