**ESSEX COUNTY COLLEGE**

**Business Division**

**OCT 106 *–* Keyboarding and Formatting I**

**Course Outline**

**Course Number & Name:**  OCT 106 Keyboarding and Formatting I

**Credit Hours:**  3.0 **Contact Hours:**  3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  Grade of “C” or better in OCT 105 or placement

**Co-requisites:** ENG 096 and RDG 096 **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: This course is designed for students with prior keyboarding background. It expands their knowledge and skills in document formatting. The focus is on developing vocational competency; students learn to use computers as a business tool for preparing a wide range of typical business correspondence including letters, tables, reports, and forms.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. demonstrate improved speed and accuracy when operating the keyboard by touch;

2. correctly word process a variety of advanced documents;

3. utilize acceptable proofreading skills; and

4. use correct language arts skills in composing and editing.

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Demonstrate improved speed and accuracy when operating the keyboard by touch.

* 1. *build speed and accuracy to a goal of 35 wpm with not more than 5 errors on a 5-minute timed writing test*

2. Correctly word process a variety of advanced documents:

 2.1 *format business letters and personal-business letters in block-style and modified-block style;*

 2.2 *format multipage memos and e-mail messages*;

 2.3 *format business reports and academic reports*;

 2.4 *format boxed tables, open tables, ruled tables with source notes, footnotes, and braced column headings;*

 2.5 *format employment documents including application letters, follow-up letters, and resumes;* and

 2.6 *format minutes, bibliographies, outlines, agendas, procedures manuals, and magazine articles*

**Measurable Course Performance Objectives (MPOs)** (continued):

3. Utilize acceptable proofreading skills:

3.1 *use proofreaders’ marks appropriately; and*

3.2 *format rough-draft documents with minimal typographical and format errors*

4. Use acceptable language arts skills in composing and editing:

 4.1 *edit documents using correct spelling; and*

4.2 *edit documents using correct punctuation*

**Methods of Instruction**: The instruction will consist of a combination of lectures, PowerPoint presentations, computer lab assignments, and individual study and practice.

**Outcomes Assessment:** Lab assignment, objective test, application test, timed writing test questions, and final exam are blueprinted to course objectives. Data is collected and analyzed to determine the level of student performance on these assessment instruments in regards to meeting course objectives. The results of this analysis are used to guide necessary pedagogical and/or curricular revisions.

**Course Requirements:** All students are required to:

1. Maintain regular attendance.

2. Complete assigned homework and application projects by due date.

3. Take part in class discussions.

4. Take all tests and quizzes when scheduled; these include a minimum of two class tests (objective and application), periodic timed writing tests, and a cumulative departmental final exam.

**Methods of Evaluation:** Final course grades will be computed as follows:

 **% of**

**Grading Components final course grade**

* **Classwork/Assignments 50%**

Assignments given strengthen students’ skills and frequently simulate actual office systems practices. They are evaluated on quality, quantity, and timeliness and indicate the extent to which students master course objectives.

* **Objective Tests** (dates specified by the instructor) **10%**

 These tests show evidence of the extent to which students meet the course objectives, including but not limited to spelling, formatting, communication skills, advanced keyboarding, word processing information, and proofreading.

**Methods of Evaluation** (continued): **% of**

**Grading Components final course grade**

* Application Tests (dates specified by the instructor) 10%

These tests will be timed in producing documents which are similar to those learned in class work and homework assignments.

* **Timed Writings**  **10%**

The best three-minute timed writings, with a maximum error allowance of five, will determine final grade for timed writings. Grading Scale for timed writings is as follows: 35+ wpm = A; 30-34 wpm = B; 25-29 wpm = C; 19-24 wpm = D; Below 19 wpm = F

* **Final Exam**  **20%**

The **comprehensive departmental** final exam will consist of three parts: objective, application, and timed writings. This exam will show evidence of the extent to which students have understood and achieved all course objectives.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions. Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time for all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text **Gregg College Keyboarding and Document Processing**, 11th edition, Word 2007 Update, Kit 2 (Lessons 61 – 120), by Ober, Johnson, Zimmerly; published by Glencoe-McGraw Hill/Irwin Publishing Company, 2011. This Kit includes the Software Access Code. ISBN #: 978-0-07-731940-3

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| **Week** | **Content/Topics** | **Lessons** |
| 1 – 2 | Review class syllabus and log-in procedure**Part 4: Unit 13**, Skillbuilding and Letter Review, Skillbuilding, Memo, and E-Mail Review, Skillbuilding and Report Review, Skillbuilding and Table Review, Skillbuilding and Employment Document Review | 61 – 65 |
| 3 – 4 | **Unit 14**, CorrespondenceFormat Multipage Letters, Special Correspondence Features, Multipage Memos With Tables, and Memo Reports**Assignment 1 Due** | 66 – 70 |
| 5 – 6 | **Unit 15**, ReportsFormat Itineraries, Agendas, Minutes of Meetings, Procedures Manual, Reports Formatted in Columns, and Report Review**Assignment 2 Due** | 71 – 75 |
| 7 – 8 | **Unit 16**, TablesFormat Tables with Footnotes or Source Notes, Tables With Braced Column Headings, Tables in Landscape Orientation, Multipage Tables, and Tables with Pre-designed Formats**Assignment 3 Due** | 76 – 80 |
| 9 – 10 | **Objective Test 1****Timed Writing Test 1** |  |
| 11 – 12 | **Part 5: Unit 17**, International FormattingInternational Formatting – Canada, Mexico, France, Germany, ChinaFormat documents with an international address and a date line; correctly use Word’s paper size feature**Application Test 1** | 81 – 85 |
| 13 – 14 | **Unit 18**, Formal Report ProjectFormat a formal business report project using styles, insert lists, files, tables, footnotes, clip art, create bookmarks, add hyperlinks, and create a cover page**Objective Test 2** | 86 – 90 |
| 15 | **Comprehensive Departmental Final Exam: Objective, Application, and Timed Writings** |  |