Course Number & Name: OCT 105 Microcomputer Keyboarding and Document Processing
Credit Hours: 3.0  Contact Hours: 3.0  Lecture: 3.0  Lab: N/A  Other: N/A
Prerequisites: Grade of “C” or better in ENG 085 or placement
Co-requisites: ENG 096 and RDG 096  Concurrent Courses: None
Course Outline Revision Date: Fall 2010

Course Description: In this course students develop a mastery of the microcomputer keyboard using the touch method. Students learn correct keyboarding techniques and document formatting for producing academic and business reports, personal and business letters, simple tables, and résumés.

Course Goals: Upon successful completion of this course, students should be able to do the following:
1. use proper keyboarding techniques;
2. correctly word process a variety of 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. Use proper keyboarding techniques:
   1.1 demonstrate knowledge of proper keyboarding techniques using touch control
   1.2 build basic speed and accuracy to a goal of 20 wpm with not more than 5 errors on a 3-minute timed writing test

2. Correctly word process a variety of documents:
   2.1 format e-mails, letters, reports, tables, memos, and other kinds of personal and business communications

3. Utilize acceptable proofreading skills:
   3.1 use proofreaders’ marks appropriately; and
   3.2 format documents with minimal typographical and format errors

4. Use correct 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: Portfolios, lab assignments, objective tests, application tests, and timed writing tests 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 assignments 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:

<table>
<thead>
<tr>
<th>Grading Components</th>
<th>% of final course grade</th>
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<tbody>
<tr>
<td>Classwork/Assignments</td>
<td>50%</td>
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<tr>
<td>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.</td>
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<tr>
<td>Objective Tests (dates specified by the instructor)</td>
<td>10%</td>
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<tr>
<td>These tests show evidence of the extent to which students meet the course objectives, including but not limited to spelling, formatting, communication skills, basic keyboarding, word processing information, and proofreading.</td>
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<tr>
<td>Application Tests (dates specified by the instructor)</td>
<td>10%</td>
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<td>These tests will be timed in producing documents which are similar to those learned in class work and homework assignments.</td>
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<tr>
<td>Timed Writings</td>
<td>10%</td>
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<td>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: 30+ wpm = A; 27-29 wpm = B; 23-26 wpm = C; 19-22 wpm = D; Below 19 wpm = F</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
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<tr>
<td>The comprehensive 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.</td>
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**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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Content/Topics</th>
<th>Lessons</th>
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</table>
| 1    | Review class syllabus and log-in procedure  
   Unit 1, The Alphabet  
   Touch-type the home-row keys—ASDFJKL, New Keys E, N, T, O, R, and H keys  
   Type 12 wpm/1'/3e | 1 – 3 |
| 2    | Unit 1, New Keys  
   Touch-type the O, R, H, I, Left Shift, Period, B, U, and C keys  
   Type 14 wpm/1'/3e | 4 – 5 |
| 3    | **Portfolio Due: Lessons 1 – 5**  
   Unit 2, The Alphabet  
   Touch-type the Right Shift, W, M, X, P, Tab, Q, Comma, G; V, Y, Z  
   Lesson 10 Review – Reinforce key reaches  
   Type 19 wpm/1'/3e | 6 – 10 |
| 4    | **Portfolio Due: Lessons 6 – 10**  
   Unit 3, Numbers and Symbols  
   Touch-type the hyphen key, 2, 9, 8, 5, apostrophe, 4, 7, colon, 6, 3, backslash  
   Lesson 15 Review (Lessons 1 – 14)  
   Type 23 wpm/2'/5e | 11 – 15 |
| 5    | **Portfolio Due: Lessons 11 – 15**  
   Unit 4, Numbers and Symbols  
   New Keys the ampersand, dollar symbol, 0, 1, question mark, @ symbol, percent, left and right parentheses, quotation mark, exclamation mark and asterisk keys  
   Lesson 20 Review (Lessons 1 – 19)  
   Type 28 wpm/2'/5e | 16 – 20 |
| 6    | **Portfolio Due: Lessons 16 – 20**  
   Part 2 Basic Business Documents  
   Unit 5, Word Processing and E-Mail; demonstrate improved speed and accuracy, demonstrate acceptable language arts skills in comma usage and sentence structure, correctly use the Word Manual and basic Word features. | 21 – 25 |
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| 7    | Lessons 21 – 25  
Unit 6, Correspondence  
Business Letters, Business Letters With Enclosure Notations, Envelopes and Labels, Memos and E-Mail With Attachments, Correspondence Review  
Type 32 wpm/3’/5e | 26 – 30 |
| 8    | Lessons 26 – 30  
Unit 7, Reports  
One-Page Business Reports, Multipage Business Reports, Rough-Draft Business Reports With Lists, Multipage Academic Reports With Lists, More Rough-Draft Report  
Type 35 wpm/3’/4e | 31 – 35 |
| 9    | Lessons 31 – 35  
Unit 8, Tables  
Boxed Tables, Open Tables, Open Tables With Column Headings, Ruled Tables With Number Columns, Formatting Review  
Type 36 wpm/3’/4e | 36 – 40 |
| 10   | **Application Test 1** | |
| 11   | **Timed Writing Test 1** | |
| 12   | **Objective Test 2** | |
| 13   | **Timed Writing Test 2** | |
| 14   | Completion of all application assignments | |
| 15   | Final Exam: Objective, Application and Timed Writings | |