

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: OTEC 101

Course Title: Keyboarding I

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Three (3)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This is a basic course in keyboarding. Emphasis is on development of correct keyboard finger position and technique with some application of simple business letters and reports.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,

- identifying and interpreting artistic expression.
- 2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
- 3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
- 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of this course, students should be able to:

Outcome 1 – Demonstrate the ability to key by touch on a standard keyboard.

Competencies:

1. Operate by touch the letter, number, and symbol keys.
2. Demonstrate proper typing technique.
3. Use the correct spacing with punctuation.

Outcome 2 – Compose, format and process basic business documents.

Competencies:

1. Operate the keyboard by touch.
2. Develop proofreading skills and correctly use proofreaders' marks.
3. Use capitals, commas, and apostrophes correctly.
4. Develop composing and spelling skills.
5. Use the word processing commands necessary to complete the document processing activities.
6. Format e-mail, business and academic reports, business letters in block style, envelopes, memos, and tables.

Outcome 3 – Compose, format and process reports, correspondence and employment documents.

Competencies:

1. Refine proofreading skills and correctly use proofreaders' marks.
2. Use punctuation and grammar correctly.
3. Improve composing and spelling skills.
4. Use word processing commands necessary to complete the document processing activities.
5. Format business and academic reports, personal-business letters, memos, business letters in modified-block style, and resumes.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

1. Keyboarding (Alphabet, Numbers, Symbols)
2. E-Mail and Word Processing
3. Reports
4. Correspondence (Business Letters, Memos, Envelopes and Labels)
5. Tables
6. Reports
7. Correspondence (Block Style, Modified-Block Style)
8. Employment Documents

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS

1. Introduction of keys in order of presentation.
2. Demonstration of desired stroking techniques and equipment parts.
3. Motivation of learner through individualized assistance and encouragement.
4. Pacing through timings and drills, primarily one, three and five-minutes in length.
5. Discussion forums

STUDENT REQUIREMENTS

For online keyboarding classes, students are required to work through the keyboarding lessons in the sequence that they are presented in the textbook. Assignments are to be completed independently and will be evaluated on accuracy as well as production speed and mailability. Completed lessons should be submitted electronically to the instructor. Objective examinations will be posted after the completion of each unit. Skills assessment tests will be given.

Assignments and exams will typically be posted by Monday morning of each week and due the following Sunday by midnight. All work must be submitted by the due date.

GRADING SCALE

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Less than 60%

ASSESSMENT OF STUDENT GAIN

Pre-assessment ideally begins during the advisement and enrollment process prior to the beginning of the course where the advisor and student determine through the interview process the level of placement for the student. During the period of the first two weeks of a normal semester, each student will be observed and/or interviewed and initial papers produced will be examined to determine needed competency development throughout the course. Post-assessment to determine gain in competency will be measured at the end of each unit of study.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES

VOCATIONAL/CAREER COURSE DOCUMENTATION

This course is one course from the approved program in Vocational Business/Office Education. It is taken by those who wish to further develop business skills and by those who seek positions in the administrative office field.

ADVISORY COUNCIL INVOLVEMENT

The Business/Office Education program maintains a Board of Reference for this vocational component. The coordinator communicates with the Board on a regular basis concerning issues or problems that occur and meets with the group one or two times each year.