COURSE IDENTIFICATION

Course Code/Number: OTEC 102

Course Title: Keyboarding II

Division: [x] 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 the continued development of speed and accuracy in keyboarding/typing from straight copy and in production of business letters, manuscripts, and tabulated reports.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

Prerequisite: Keyboarding I or equivalent

TEXTS

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

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 process documents using advanced formatting.
Competencies:
   1. Refine proofreading skills and correctly use proofreaders' marks.
   2. Use capitals, punctuation, and grammar correctly.
   3. Recognize subject/verb agreement.
   4. Use the word processing commands necessary to complete the document processing activities.
   5. Format reports, multipage letters, multipage memos, and tables.

Outcome 2 – Demonstrate the ability to compose, format and process documents requiring specialized applications.
Competencies:
   1. Format formal report projects.
   2. Format international business documents.
   3. Format medical office documents.
   4. Format legal office documents.

Outcome 3 – Use and design business documents
Competencies:
   1. Design office forms.
   2. Design office publications.

MINIMUM COURSE CONTENT

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

   I.   Keyboarding Skill Refinement
   II.   Reports (Itineraries, Agendas, Procedures Manual,
   III.   Correspondence (Special Letter Features)

IV.   Tables
 V.   Formal Report Project
VI.   International Formatting
VII.   Medical Office Documents
VIII.   Legal Office Documents
 IX.   Using and Designing Office Forms
 X.   Designing Office Publications

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

<u>INSTRUCTIONAL METHODS</u>

(1) <u>Lectures, Tutorials</u> The instructor will facilitate the presentation concerning theoretical concepts and formats. (2) <u>Drills</u>. The instructor will direct a variety of drills for skill building in speed and accuracy for keystroke improvement in individualized lessons. Drills will also be used for learning procedural shortcuts and automated keyboard commands. (3) <u>Timings</u>. The instructor and tutorial will provide timings for both speed and controlled keystroking. One-minute timings are used for speed and five-minute timings, for control. (4) <u>Production</u>. The tutorial provides individualized instruction on production projects.

<u>STUDENT REQUIREMENTS</u>

1. Daily Exercises, Drills, Timings, and spelling. Students are given daily credit for turning in instructor and tutorial-directed keyboard lessons.

2. Five-Minute Writings. The student is expected to turn in at least 12 qualified timed writings during the term.

3. Projects. Alternating projects are developed for (1) Speed and Draft Production and (2) Mailable Production, respectively.

4. Major tests.

5. For face-to-face classes, students are expected to attend all classes. Attendance will be taken five minutes after class starts. Student will be counted absent after attendance is taken unless they have an acceptable excuse.

6. 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.

7. Discussion forums

1. On exercises, drills, timings, spelling and Speed/Draft Production, daily credit is given - symbol indicating completion or an actual number of points. (see attachment on grade range)

2. Major grades are given on Mailable Production Projects completed. Letter grades or numerical equivalents may be assigned.

3. Tests. Worth 100-150 points each.

4. Quizzes, timings, attendance, work skills (points open)

5. Discussion forums

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.