ONLINE
INTRODUCTION TO WORD PROCESSING
COURSE SYLLABUS

OT 126                 5 Credits
Schedule # 5714

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       Keyboarding Pro Deluxe Individual User

Prerequisite: OT 125
Basic Computer Literacy Skills

Success Factors:

   Self-motivated learner
   Self-directed in learning activities
   Follow through on completion of all assignments and activities
   Remain on schedule for assignments, tests, etc.

Hardware and Software Requirements:

Microsoft Office 2007
CD Rom Drive
Internet connection
Personal e-mail account
Student Responsibilities:

In order to achieve the objectives for this course, students will be required to accomplish the following:

- E-mail all assignments, tests, etc., to instructor’s e-mail address by scheduled deadline
- Complete hands-on exercises and assignments as assigned.
- Complete exams as scheduled.
- Complete timings as assigned.

Course Schedule:

This course is designed as a 10-week course. Specific assignments, timings, and test schedule for each week will be given to the student the first week of the quarter. *Assignments for Week 1 will be due by midnight on Monday of Week 2, assignments for Week 2 will be due by midnight on Monday of Week 3, etc.* No assignments will be accepted after the deadline for the week.

Assignments and due dates may be adjusted at the instructor’s discretion. Instructor will make every effort to return submitted assignments within 24 hours, Monday through Friday.

Course Objective:

This course is designed to enable the student to use word processing functions to correctly and efficiently produce a variety of business documents commonly found in today’s businesses.

An important goal of the course is to provide the student with the ability to transfer the skills and concepts learned to emerging technology, computer programs, etc., as changes in the field are introduced and adopted.

Course Outcomes:

Upon satisfactory completion of this course, the student will demonstrate the following competencies:

1. Demonstrate correct keying techniques.
2. Correctly format and edit the following business documents:
   a. Business letters and correspondence
   b. Reports
   c. Memos
   d. Tables
   e. Administrative Documents

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3. Perform basic windows operation.
4. Perform basic files management (directory, file saving, retrieving, deleting, printing, etc.)
5. Keyboard a minimum of 35 words per minute at the end of the quarter.

Timings:

You will complete timings as they are presented. Final timing grade will be computed from the top three timing scores throughout the quarter. Timing grade is based on the following criteria.

- 35 - 40 NWPM - C
- 41 - 49 NWPM - B
- 50 - UP NWPM - A

Grading:

Computation of grades is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Timings</td>
<td>10%</td>
</tr>
<tr>
<td>Exams</td>
<td>50%</td>
</tr>
</tbody>
</table>

Final grades will be assigned as follows:

- A = 93 - 100%
- A- = 90 - 92%
- B+ = 87 - 89%
- B = 83 - 86%
- B- = 80 - 82%
- C+ = 77 - 79%
- C = 73 - 76%
- C- = 70 - 72%
- D+ = 67 - 69%
- D = 60 - 66%
- F = Below 60%