

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Spring: 2011

COURSE NUMBER: OST 134 (01)	INSTRUCTOR: Brenda Cox
COURSE TITLE: Text Entry & Formatting	OFFICE NO: NA
CREDIT HOURS: 3	OFFICE/VIRTUAL HOURS: NA
CONTACT HRS/WK: 4 (2 class, 2 lab)	PHONE NO: 252-789-0246 Dr. Broughton
PREREQUISITES: OST 131	FAX: 252-792-0826
COREQUISITES: None	E-MAIL: bcox@mcc.martincc.edu

COURSE DESCRIPTION:

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mail able documents.

PROGRAM LEARNING OUTCOMES:

1. Demonstrate an understanding of the administrative and support process and functions and how these influence effective business practices in an office or business setting
2. Utilize appropriate technology, techniques and practices to collect, process, and interpret information for decision making and administrative support in an office or business setting
3. Demonstrate professional communication skills to process, manage and communicate information in an office or business setting

COURSE LEARNING OUTCOMES:

Develop usable skills in using the computer

Learn to complete acceptably letters, reports, tables etc.

Increase skill in typing timed writings

COURSE OBJECTIVES

Upon completion of the course, the student will be able to:

- Demonstrate keying straight-copy material at a minimum of 3 Correct Words a Minute (CWAM) for five minutes
- Demonstrate the ability to format mail able correspondence in a variety of styles from printed, handwritten, edited, and unarranged copy.
- Demonstrate the ability to format simple tables

REQUIRED TEXTBOOKS

- Ober, Johnson, Zimmerly (2007). *College Keyboarding and Document Processing for Windows*, 11th Edition. *Microsoft Word 2007 UPDATE: KIT 1: Lessons 1-60*. Boston: Glencoe/McGraw-Hill. ISBN: 978-07-721148-6.
- COURSE COVERAGE: Lessons 21-60.

SUPPLEMENTAL RESOURCES:

Flash Disk or Two (2) blank 2 3 1/2 –inch Disks for creating assigned problems.

NOTE: Students may use any word processing program to complete assigned problems.

Daily Drill Work is completed by logging onto the Network. Plastic Keyboarding Ruler or any ruler.

LEARNING/TEACHING METHODS

Lectures, Class Discussions, Reading Assignments, Reference Manual Assignments, Outside Reading Assignments.

ASSESSMENTS/METHODS OF EVALUATION:

- Graded Assignments 30%
- Skills Assessment Tests 30%
- Timed Writings 30%
- Outside Reading Assignments 10%

GRADING POLICY:

Written tests: A=93-100, B=85-92, C=77-84, D=70-76, F=Below 70

- Timed Writing Scale: A=43+; B=38-42; C=34-37; D=30-33; F=Below 30 (Based on Correct Words Per Minute: CWPM)
- The Timed Writing Scale will be passed out to students at the beginning of the semester. See the scale for the complete grading scale for Timed Writings. Speed Scale with Grade Interpretation is posted on the bulletin board in Room 41, Building 1.

Penalty Points for Typing Errors on Graded Assignments and Progress Checks:

Grade	Formatting and Typographical Errors
A	0 ERRORS
B	1 ERROR
C	2 ERRORS
D	3 ERRORS
F	4+ ERRORS

The above chart will be used to determine document grade after viewing the following errors:

- ✓ Misspelled words, typographical errors
- ✓ Not following instructions
- ✓ Problem identification missing, vertical and horizontal spacing errors
- ✓ Formatting errors
- ✓ Improper word division

✓ **Zero Penalty Points will be assigned for the following:**

- 1. Incomplete Problem**
- 2. Missing Problem**
- 3. Problem I.D. (name, page, problem info, must be place in the lower left corner of the problem as follows.**
- 4. SUGGESTION: Use a footer (Name Lesson 1 Problem 1**

Testing Procedures

- 1. SKILLS ASSESSMENT TESTS (each problem based on 100 points) -5 for each error**
Part 2: Lessons 21-40
Part 3: Lessons 41-60

Grading Standards for Timed Writings

Part 2 (error tolerance; 4 or fewer errors)

- 41+ = A**
- 37-40 = B**
- 32-36 = C**
- 28-31 = D**
- 0-27 = F**

Part 3 (error tolerance; 5 or fewer errors)

- 45+ = A**
- 41-44 = B**
- 37-40 = C**
- 33-36 = D**
- 0-32 = F**

2. WRITTEN TESTS

- Lessons 21-40**
- Lessons 41-60**

Grading Scale for Tests:

- A = 93-100**
- B = 85-100**
- C = 74- 74**
- D = 68- 73**
- F = 67 and below**

COURSE OUTLINE FOR OST 134 TEXT ENTRY & FORMATTING ASSIGNMENTS & TESTING

WEEK 1	ORGANIZATIONAL MEETING: Lessons 21-25 Drills in the Textbook and lessons in Word Processing Manual	
WEEK 2	Lessons 21-25: Drills in Textbook and lessons in the Word Processing Manual	Orientation to MICROSOFT WORD
Week 3	Assignment 1: Lessons 26-30	Reports
Week 4	Assignment 1: Lessons 26-30	Reports
Week 5	Assignment 1: Lessons 26-30	Reports
Week 6	Assignment 2: Lessons 31-35	Correspondence
Week 7	Assignment 2: Lessons 31-35	Correspondence
Week 8	Assignment 3: Lessons 36-40	Tables
Week 9	Assignment 3: Lessons 36-40	Tables
Week 10 TEST	Assignment 4: Lessons 41-45 TEST: SKILLS ASSESSMENT Lessons 21-40	Reports LESSONS 21-40
Week 11	Assignment 4: Lessons 41-45	Reports
Week 12 WRITTEN TEST	Assignment 5: Lessons 46-50 Lessons 21-40 Includes Reference Manual Lessons	Correspondence
Week 13	Assignment 5: Lessons 46-50 (Short Assignment)	Correspondence
Week 14	Assignment 6: Lessons 51-55 (Short Assignment)	Employment Documents
Spring Break		
Easter Holiday		
Week 15	Assignment 7: Lessons 56-60	
Week 16	Assignment 7: Lessons 56-60	
Week 17	Written Test: Lessons 41-60	
OUTSIDE READING ASSIGNMENT	Go into the internet Complete research on availability of employment in the office/clerical area; document your information	
OST 134 FINAL EXAM To Be Announced Per Exam Schedule	Skills Assessment Test Lessons 41-60	
ALL WORK MUST BE IN BY THE LAST CLASS PERIOD		

STUDENT ATTENDANCE POLICY:

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours for a course, which includes classes and labs.

Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will administratively withdraw the student.

Students who miss more than six continuous hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact—3-mail, telephone, in person—with the instructor may be administratively withdrawn from the class by the instructor and given a grade of “WF” will be equivalent to an “F” when calculated into the student’s GPA. The course syllabus will indicate what the instructor considers a justifiable absence and will define “verifiable contact.” Students may remove a “WF” by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F.” The last day officially without receiving an “F” is published in the academic calendar for each academic year.

Three (3) tardies=one absence. Early departure from class without informing the instructor will result in an unexcused absence.

Students will be counted absent from the date they register for each course.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES:

***In compliance with G. S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a form to the instructor(s) prior to the census date of each class (Census Date for ACA 115 (50) 1/13/10). The **Request for Excused Absences for Religious Observances** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

1. **Make-up Tests:** Missed tests, must be made up within one week after the student returns to class. Only those students who notify the instructor and who have acceptable reasons as to why they will miss an Announced Test may make it up without penalty.

2. Late Work: A two-week Grace Period is allowed. After the Grace Period expires, the grade earned will be dropped by one letter grade for each additional week the assignment is late. Assignments more than three weeks late will not be accepted without special consideration from the instructor.
3. Incompletes: Incompletes are given only in extenuating circumstances (See Incomplete Policy.)
4. Honor System: The Honor System is in place in the class. Students, turning in work that is not their own, will risk receiving a Zero (0) and an F for the course.
5. Academic Integrity. Students are expected to exhibit honest and integrity at all times.
6. All Phones and other electronic devices: must be turned off before entering class. Calls cannot be made nor received during class. Any electronic device going off during class will result in a 10-point deduction from the total points earned for each infraction. Any unauthorized electronic device in use during a test will result in a grade of Zero.
7. Positive behavior: is expected at all times during the class.
8. Early Departure: Students who leave class before it is dismissed and who do not inform the instructor and who do not return can expect to be counted absent from class.
9. Food, drinks, and children are not allowed in the classroom.
10. College-issued ID's must be worn in class at all times.
11. Be prepared before coming to class, including having assignments read and homework completed. Take notes in class; these will be invaluable in preparing for texts and exams.
12. The Minimum SPEED for passing OST 134 is 30 cwpm (correct words per minute).
See SPEED SCALE.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.

Request for Excused absences for Religious Observances*

Students who wish to be excused for a Religious Observance required by their faith must complete and submit this request form to the instructor(s) prior to the census date of each class. Students shall be given the opportunity to make up any test or other work missed for the approved religious observance. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

First	Last	Student Identification	
Address	City	State	Phone Number
Zip Code:		Term: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer	
Program of Study:		Year: 20__	
Date of Proposed Absence::		Religious Observance:	

Course Prefix	Course Number	Section Number	Course Title	Instructor Signature

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Student Signature _____ Date _____

After the form has been completed and signed by the student, instructor(s) should sign the form, make a copy for his/her records, and forward the form to the registrar.

***In compliance with G.S. 1150-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences' per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**