

COURSE SYLLABUS

IMPORTANT: If you can key 45+ GWAM with five (5) or fewer errors on a 5-minute writing, contact the Instructor of Record or see the Instructor on Duty in the Lab.

Program: Office Administration

Prerequisite: Key 30 wpm on a 5-minute timed writing with 5 or fewer errors

Semester Credit Hours: 3

Length of Course: 16 weeks

Instructional Methodology:

- Tutorial (a task-oriented, step-by-step approach to learning)
- Student guide to encourage independent work
- Instructor- and Lab Tech-assisted flex-entry computer lab

Course Rationale: This course will provide you a specialized skill which will enable you to meet the current and future needs of the business world.

Course Description: Instruction in various aspects of word processing software package. Emphasis on the use of text editing features to produce business documents.

Course Goals:

- Learn the purpose and business uses for word processing and become familiar with word processing terminology
- Use Microsoft Office 2007 to produce memos, business letters, reports, tables, and newsletters.
- Improve keying speed and accuracy

Textbook and Required Materials:

- *Keyboarding & Formatting Microsoft Word 2007*; Lessons 1-60; VanHuss, et. al.; ISBN-13: 978-0-538-72976-5 or ISBN-10: 0-538-72976-7
- *Skill Building Pro*, Walter Sharp and Ronald Johnson, ISBN 13: 978-0-538-72991-8 or ISBN 10: 0-538-72991-0.
- Flash Drive

Textbook available **only** at Eastview Campus Bookstore (512) 927-1619. Reserve online at <http://austincc.bkstore.com>

Recommended Materials

- 1-inch binder
- Highlighter

SCANS (Secretary's [of Labor] Commission on Achieving Necessary Skills)

The following are skills that you will acquire from this course. These skills have been identified by the industry as being necessary to succeed in the labor market. An example is given by each skill.

- Visualization—picture information in an attractive and useful format such as a flyer or online form.
- Interpret and Communicate Information—read textual information and then transform it into a flyer, business letter or memo, report, newsletter, table, chart, or online form.
- Use Computer to Process Information—use additional software programs such as Excel or Access to manipulate data.
- Select Technology—choose appropriate procedures, tools, or equipment to accomplish tasks.
- Apply Technology to Task—understand the overall intent and proper procedures for setup and operation of equipment which includes the CPU, keyboard, and printer.
- Manage Self—monitor progress toward course goals and motivate self through goals achievement.

Course Evaluation/Grading:

In order to successfully complete the course, you must satisfactorily complete all lessons for 6 modules, take 6 objective assessments, 6 performance assessments, and submit two 5-minute timed writings. In order to remain in the course and not be withdrawn, you must complete lessons and objective and performance assessments according to the timeline stated on the **Lesson & Assessment Schedule** and **Help Notes** tables pages of this guide. Final grades will be calculated as shown below:

<u>FINAL GRADE</u>		<u>FINAL TIMED WRITINGS GRADE SCALE</u>
6 Objective Assessments	20%	A = 45+ wpm
6 Performance Assessments	45%	B = 40-44 wpm
Two 5-Minute Timed Writings*	15%	C = 35-39 wpm
Lessons (38 total)	<u>20%</u>	D = 31-34 wpm
	100%	F = 30 and below

***NOTE:** Final Timed Writings will be taken on a keyboard that **DOES NOT** show letter.