



General Course Information	
1a. Course Dept.:	OT
1b. Course Number:	55
2. Course Title:	Intermediate Keyboarding/Word Processing
3. Units:	1-3
4. This Course is:	Assoc Degree Applic. - Transfer to CSU/Private

Course Format and Duration	
5a. Course Length:	Full-semester
5b. Weekly Hours:	3 Lecture + 0 Activities + 2 Lab + 0 By Arrangement = Total Weekly Hours:3

Method of Instruction	
6. Instructional methods used to present course content.	
Lecture/Discussion	
Lab	
Online	

Course Preparation	
7a. Corequisite(s):	
NA	
7b. Prerequisite(s):	
Completion of all modules of OT 54 with a grade of 'C' or 'CR' or better or Passing the OT 55 placement test; concurrent enrollment or successful completion of CIS 63 or CIS 66.	
7c. Course Advisory:	
SCC minimum English standard	
8. Repeatability:	See below
Additional Repeatability Info:	
Repeatable to a maximum of 3 units	

CATALOG DESCRIPTION AND OTHER CATALOG INFORMATION**9a. Catalog Description:**

An individualized keyboarding course using a microcomputer with units of study including skill building, correspondence, manuscripts, compositions, tables, special projects, and business forms. Speed will be built to a minimum of 40 words per minute. Students may enroll throughout the semester as space is available.

9b. Other Catalog information:

Open Entry/Exit Course

10. Student Performance Objectives:

As a result of successful completion of this course, a student will be able to:

1. Demonstrate mastery of the alpha-numeric keyboard using a microcomputer to format correspondence, manuscripts, composition, tables, and business forms under timed conditions with established accuracy standards.
2. Achieve a minimum keyboarding speed of 40 wpm on timed writings.

11. Methods of Evaluating Student Achievement:

Production tests, objective tests, observations, and timed writings will require students to demonstrate the touch keyboarding skills needed for a variety of office tasks and school assignments and also require a critical evaluation of the topics presented.

Students must pass comprehensive objectives (see course outline) included with each unit of instruction.

12. Student Assignments (Homework):**a. Required Reading Assignments:**

20-25 pages per week in text and learning guides

b. Required Writing Assignments:

Heavy emphasis on developing editing and proofreading skills on a variety of formatted documents

c. Other (Terms projects, research papers, portfolios, etc.)

None

13. Course Content Outline:

The content of this course requires students to be able to analyze, evaluate, recognize concepts, criticize, and apply correct formatting principles to business documents. Areas covered include, but are not limited to:

- I. Skill Development Program
 - A. Speed Development

B. Accuracy Development

II. Proofreading Program

- A. Typographical Errors
- B. Proofreader's Marks
- C. Numbers
- D. Styles and Formats for Letters and Memos
- E. Capitalization
- F. Commas
- G. Spelling and Word Division
- H. Grammar
- I. Punctuation
- J. Statistical and Technical
- K. Correcting Inconsistencies
- L. Software Package of Proofreading Exercises

III. Correspondence

- A. Letter Styles and Sizes
 - 1. Block and modified block
 - 2. Formal
 - 3. Memorandums
 - 4. Simplified
 - 5. Hanging indent
 - 6. Form letters
 - 7. Baronial
 - 8. Monarch

IV. Manuscripts

- A. Manuscript Styles
 - 1. Unbound
 - 2. Bound
 - 3. News release
 - 4. Magazine articles
 - 5. Agenda
 - 6. Itinerary
 - 7. Minutes
 - 8. Procedures manual
- B. Manuscript Parts
 - 1. Headings
 - 2. Footnotes
 - 3. Endnotes
 - 4. Title page
 - 5. Tables of contents
 - 6. Bibliography
 - 7. Outline
- V. Tables
 - A. Table Templates
 - B. Formatting Tables
 - C. Formatting Column Headings

VI. Business Forms

- A. Forms Templates
- B. Form Design
- C. Form Design with Keyboard Merge

14a. All textbooks, resources and other materials used in this course are:

College level

14b. EXAMPLE texts, reading and resources:

Obers, et.al.. *Gregg College Document Processing, Lessons 61-120*. 9th

Glencoe/McGraw Hill Publishing, 2002

General Education/Transfer Information**IGETC:****CSU:****SCC GE:**