Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester / Session: Summer 2011

Type of Action:

- __ New
- X Modification
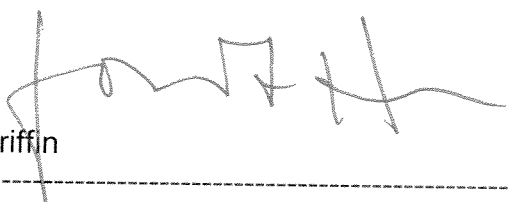- _ Move to Inactive (Stop Out)
- _ Cancellation

Course Alpha and Number: OT 101

Course Title: Keyboarding/Typewriting

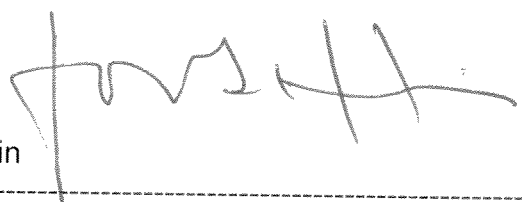**Reason for initiating, revising, or canceling:**
This course guide revision reflects advancements in Keyboarding and Typewriting since the original Course Guide was written. Advancements in word processing have replaced most of the standard functions of the typewriter, and this course will bring the student up to date in the technology.

This revised course guide is presented also because no previous approved course guide for this course has been found.

Dr. John Griffin

Proposer   Date 2/11/11

Dr. John Griffin

Department Chair   Date 2/14/11

Barbara K. Merfalen

Dean of Academic Programs and Services   Date 2.14.11

Northern Marianas College
Course Guide

Course: OT 101 Keyboarding/Typewriting

1.   Department
Business Department

2.   Purpose
The purpose of this course is to introduce students to the computer keyboard and related hardware in a "hands-on" approach to the practical use of a computer. The course teaches the student the differences between the computer keyboard and the typewriter keyboard, introduces the student to preparing computer-assisted research, and trains the student to develop neatly formatted and printed outputs. The course is also helps the student to increase typing speed to a minimum of 35 words per minute (WPM).

3.   Description

A.   Required/Recommended Textbook(s) and Related Materials
VanHuss, Susie H., Connie M. Forde, and Donna L. Woo, *Keyboarding & Formatting Essentials*, Lessons 1-60, South-Western/Cengage Learning, 2005, or later edition.
Readability level: Grade 10

B.   Contact Hours
1.   **Lecture:**   2 hours per week / 30 hours per semester
2.   **Lab:**
3.   **Other:**

C.   Credits
1.   **Number:**   2
2.   **Type:**   Regular degree credits

D.   Catalogue Course Description
This course introduces students to the computer keyboard and related hardware in a hands-on approach to the practical use of a computer in their college career. This course shows the students the functions of the keys of a standard computer keyboard, points out the differences with typewriter keyboards, and trains students in the proper procedures for producing computer-assisted research with neatly formatted and printed output for their own reference and assignments. This course also teaches students proper typing techniques, with the goal for the students to attain a typing speed of 35 words per minute. English Placement Level: EN 083/084. Math Placement Level: None. (Offered Fall and Spring)

E. **Degree or Certificate Requirements Met by Course**
This course is a requirement for the A.A.S. degree in Business Administration—Accounting Emphasis, Business Management Emphasis, and Computer Applications Emphasis.

F. **Course Activities and Design**
This course incorporates lectures, hands-on keyboarding, Internet Communication, Email use and essentials of Internet-assisted research. There will be typed assignments, periodic quizzes, and a final exam.

4. **Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)**
   Prerequisites: None
   English Placement Level: EN 083/084
   Math Placement Level: None

5. **Estimated Cost of Course; Instructional Resources Needed**
   Cost to the Student: Tuition for a 2-credit course, the cost of the textbook, and the student activities fee.

   Cost to the College: Instructor's salary.

   Instructional resources needed for this course include computers, whiteboard, and PowerPoint presentations.

6. **Method of Evaluation**
   Student grades will be based on the regular letter grade system as described below:

A: Excellent – grade points:	4.0;
B: Above average – grade points:	3.0;
C: Average – grade points:	2.0;
D: Below average – grade points:	1.0;
F: Failure – grade points:	0.0.

   NMC's grading and attendance policies will be followed.

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7. **Course Outline**

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

1.0 The Keyboard and Typing
- 1.1 The standard computer keyboard and typewriter keyboard
- 1.2 Unique keys on a computer keyboard and their functions
- 1.3 Proper hand placement, posture, finger positions, and striking
- 1.4 The Numeric Keypad
- 1.5 The Mouse

2.0 Word Processing
- 2.1 Microsoft Word and Word Perfect
- 2.2 Appearance of the screen and how to change it
- 2.3 Fonts, font attributes, size, and layout
- 2.4 Style and appearance
- 2.5 Letters, resumes, faxes, and memorandums
- 2.6 Cut and paste and other shortcuts
- 2.7 Spell checking, grammar checking, and word count
- 2.8 Printers and printing

3.0 Electronic Communication
- 3.1 Getting an E-mail account
- 3.2 Student e-mail accounts, etiquette, and usage
- 3.3 Access to the Internet and search engines for research
- 3.4 Internet tools and homework; professional quality homework
- 3.5 Web page production
- 3.6 Including pictures in your documents
- 3.7 Faxing via the Internet

4.0 Office Networking
- 4.1 Office network principles and server concepts
- 4.2 The network printer
- 4.3 Shared documents, programs, and printers

5.0 Careers in Keyboarding

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8. Instructional Goals

This course will introduce students to:

1.0 The standard computer keyboard and the standard typewriter keyboard;

2.0 Proper typing techniques and improving typing skill and speed;

3.0 Producing quality printed documents;

4.0 Proper styles for many functions, i.e., letters, memos, faxes, resumes, reports, theses, etc.;

5.0 Electronic media and communicating effectively using the wide range of tools available today;

6.0 Office computer and printer networking; and

7.0 Using the electronic media as powerful tools for producing documents for use in college and in a business career.

9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1.0 Identify the location of all keys on a standard computer keyboard;

2.0 Use the computer keyboard comfortably and effectively;

3.0 Type documents using the touch typing method;

4.0 Produce homework and reports of college-level quality;

5.0 Access the Internet and use electronic communication tools;

6.0 Describe the computer dynamics in an office setting and share documents and printers within a network; and

7.0 Summarize the importance of word processing and use it to simplify work and produce various styles of documents quickly and effectively.

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10. Assessment Measures

Assessment of student learning may include, but not be limited to, the following:

1.0   Periodic quizzes;

2.0   Completed typing assignments; and

3.0   A final exam.