Course Syllabus
Wayne County Community College District
OIS 102 Intermediate Keyboarding

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:
The student will continue to develop higher levels of typing speed and accuracy while producing business letters in a variety of styles, common business forms, more complex tabulation problems, formal and informal manuscripts and other common business typing problems. The student will type a minimum of 40 words per minute with no more than four errors on five-minute timing. A minimum of three hours of lab per week and a lab fee required.

PREREQUISITES:
Prerequisite: OIS 101

EXPECTED COMPETENCIES:
Upon successful completion of this course, the student will:

Upon satisfactory completion of this course, the student will demonstrate his/her ability to “touch” type at a minimum of 40 wpm on a microcomputer using a word processing software package. The student will demonstrate his ability to keyboard a variety of data when using microcomputers, and computer terminals.

LEARNING OBJECTIVES:
Upon successful completion of this course, the student will be able to do:

1.0 Document Review
   1.1 Format Block Letter (Review)
   1.2 Format Modified Block Letters (Review)
   1.3 Prepare memos and E-mail
   1.4 Review Reports
   1.5 Improve speed and accuracy

2.0 Mail Merge
   2.1 Merge form letters using Merge Wizard
   2.2 Edit Data Source, sort and filter records
   2.3 Merge using other application packages

3.0 Enhance Document Format
   3.1 Apply custom design elements to documents
   3.2 Position and modify graphics
   3.3 Create and use bookmarks
   3.4 Extend skill building speed and accuracy

4.0 Tables
   4.1 Review and draw tables
   4.2 Merge and/or split cells
   4.3 Use Excel data in Word tables
   4.4 Perform calculations in tables
   4.5 Perform Internet Activities
5.0 Report Mastery
5.1 Format reports with styles, footnotes, and endnotes
5.2 Format notes page and reference page
5.3 Change number format of preliminary and appendix pages
5.4 Access report mastery skills

6.0 Review Word Processing Skills
6.1 Integrate formatting and word processing skills
6.2 Prepare effective employment documents

ASSESSMENT METHODS:
Student performance may be assessed by examination, quizzes, case studies, oral reports, group discussion, written reports or presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:
A = 94% to 100%
B = 87% to 93%
C = 80% to 86%
D = 73% to 79%
E = less than 72%