

CollegeNow@TC3
Dual Credit Course Proposal
&
Cincinnatus Central School



TC3 Course Title and Number: OFFC 101 Elementary Typewriting

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Each day the world becomes more and more technologically advanced. As a result, learning new skills for the world of work is even more important. One such skill that can prepare for virtually any job in the world is keyboarding. From accountants to zoologists, to every occupation in between, the ability to quickly and accurately type information is an essential skill that can increase your chances of being hired (or getting your dream job). So whether you are emailing a relative, developing a class presentation, or downloading map directions, keyboarding knowledge can make the job easier.

Course Description:

The Keyboarding course in high school is designed to build upon the skills obtained in Keyboarding during middle school taking the students to the intermediate level of typing. This course is designed for students who can type but who need additional time in increasing their accuracy and speed and training in production typing of correspondence, envelopes and labels, reports, tabulated documents, and tables that are to be encountered in the average business office. The student will also receive additional practice in desktop publishing using graphics and various fonts and sizes. A typing speed of 20 wpm with no more than 5 errors is the minimum requirement at the end of the semester to pass the class locally. A "C" average or better must be obtained in this course in order to receive TC3 Dual Credit if the student has registered through Cincinnatus Central School for TC3 credit.

Prerequisite: Keyboarding 7th Grade

Grade Level: 9-12
Number of weeks: 20
Number of credits: ½, can be used towards 3 or 5 unit sequence
TC3 credit hours: 3

Required Materials:

- Gregg College Keyboarding & Document Processing Text and Software, 9th Edition, Lessons 1-60, by Over, Johnson, Rice, and Hanson.
- Online computer with fast connection for each student
- Internet Explorer
- Email account for each student

Course Objectives:

The student will have received further basic practice for skills and speed development on the computer keyboard.

The student will have become more skilled in handling pressure situations in office work from taking and completing satisfactorily a series of production tests given throughout the course.

The student is expected to Keyboard the alphabet keys, the number keys, and the symbols. The student will format correctly from unarranged or rough draft copy: reports, correspondence including letters, memos, envelopes, labels, and employment related documents. Skill building practice will continue throughout the course to develop confident, speedy, and accurate typists.

The student is expected to reach a minimum speed goal of 20 wpm with a maximum of 5 errors on straight copy 5-minute writing to earn Cincinnati Central School credit.

The student is expected to reach a minimum speed goal of 34 wpm with a maximum of 5 errors on straight copy 5-minute writing to earn TC3 dual credit.

Criteria for Evaluation of Student Performance:

Timed Writings—5 minutes in length. The five best-timed writings will be selected for grading purposes at the end of the course.

TC3 Grading Scale:

44+ A
43 A-
42 B+
40-41 B
39 B-
37-38 C+
34-36 C
32-33 C-
31 D+
28-30 D
26-27 D-
(5 or less errors)

Attendance/Participation:

Class attendance is taken every period. Poor attendance will most certainly affect your grade since all instruction is given at that time. If for some reason you do have to miss a class, see the instructor to get the assignment. Attendance/Participation will count toward 20 percent of your final grade.

Proofreading: Daily lessons will require careful proofreading. You are to use spell check on your computer to help catch the various spelling errors that you make, but it will be up to you to catch incorrect punctuation, grammar errors, proper capitalization, etc.

Production Tests: All production tests will be announced ahead of the date given. Production tests cannot be made up unless you obtain permission from the instructor prior to the test date.

Final Grade Distribution:

Technique & Timed Writings 30%

Production Tests 40%

Classroom lessons 10%

Participation 20%

Final Project is 20% of the overall course grade.

Suggested Outline and Timeline of Units and Projects:

Section 1 (lessons 1-5)

The alphabet

- Pre-test (Time where students are coming in the door, and have them set their own WPM and accuracy goals mid and end of course.)
- Home keys
 - Space bar
 - Enter
 - f j d k s l a ;
- New keys
 - h e o r m t p c right shift v . W
- Review: build speed and accuracy

Section 2 (lessons 6-10)

The alphabet

- New keys
 - i left shift – g
 - u b : x y , q / n z ? Tab
- Review: build speed and accuracy

Section 3 (lessons 11-15)

The numbers

- Number keys
 - 5 7 3 9 8 2 0 4 6 1
- Review: build speed and accuracy

Section 4 (lessons 16-20)

The symbols

- Symbol keys
 - \$ () !
 - * # ' & % " @
- Review: build speed and accuracy

Section 5 (lessons 21-25)

Email and word processing

- Orientation to word processing
- Email basics

Section 6 (lessons 26-30)

Reports

- One-page business reports

- Multipage rough-draft business reports
- Business reports with lists
- Academic reports with display and lists

Section 7 (lessons 31-35)

Correspondence

- Business letters
- Business letters with enclosure notations
- Envelopes and labels
- Interoffice memos
- Correspondence review

Section 8 (lessons 36-40)

Tables

- Boxed tables
- Open tables with titles
- Open tables with column headings
- Ruled tabled with number columns
- Formatting review

SKILLS ASSESSMENT: PRODUCTION TEST ONE

- Business letter in block style with envelope
- Three column boxed table with two-line column headings and number columns

Section 9 (lessons 41-45)

Reports

- Business reports with footnotes
- Academic reports in APA style
- Academic reports in MLA style
- Report citations
 - Bibliography
 - References in APA style
 - Works cited in MLA style
- Preliminary report pages
 - Title page
 - Table of contents

Section 10 (lessons 46-50)

Correspondence

- Personal titles and complimentary closings in letters
- Personal business letters
- Memos with lists
- Letters with copy notations
- Letters in modified block style

Section 11 (lessons 51-55)

Employment documents

- Traditional resume
- Electronic resumes
- Letters of application follow-up letters
- Integrated employment project

Section 12 (lessons 56-60)

Skill building and in-basket review

- Insurance
- Hospitality
- Retail
- Nonprofit
- Manufacturing

SKILLS ASSESSMENT: PRODUCTION TEST TWO

- Business letter in block style with bulleted list and copy notation
- Memo with bulleted list and attachment
- Business report with footnotes

Skill building: Practice throughout the course

- Alphabet (SB-2)
- Numbers (SB-5)
- Alphabet (SB-7)
- Numbers (SB-11)
- Paced practice (SB-14)
- Supplementary Timings (SB-28)