

**INTERAMERICAN UNIVERSITY OF PUERTO RICO
METROPOLITAN CAMPUS
BUSINESS FACULTY
UNDERGRADUATE DEPARTMENT
OFFICE SYSTEMS MANAGEMENT PROGRAM**

SYLLABUS

I. GENERAL INFORMATION

Course Title	:	Information Processing I
Code and Number	:	OMSY 1101
Credits	:	Four (4)
Term	:	
Instructor	:	
Office Location and Hours	:	
Office Telephone	:	
Email	:	

II. DESCRIPTION

Development of skills using the computer keyboard. Introduction to the basic functions of the word processing program in use. Development of basic skills for speed and accuracy and their application to the creation of documents. Importance given to the basic techniques of proofreading. Requires 60 hours of lecture-lab.

III. PROGRAM LEARNING OUTCOMES

IV. OBJECTIVES

It is expected that upon completing the course, the student should be able to:

1. demonstrate mastery of the alphabetic, numeric, symbols and operating parts of the computer.
2. efficiently operate the computer using a program to process texts.
3. efficiently handle the basic functions of the operating system and the word processing program in use.
4. apply the knowledge and skills in the management of the computer to the production of simple documents.
5. demonstrate efficient mastery of basic techniques: fixed view on the copy, correct position, keyboard control, rhythm and continuity, work habits and concentration, among others.
6. apply basic writing prowess at a minimum speed of 23 ppm with a maximum of 5 errors in 3-minute tests.
7. efficiently apply basic skill in document production: simple letters, memoranda and reports.
8. compare your work with 100% accuracy.
9. demonstrate ethical values when handling equipment, materials and information.
10. develop positive work habits that allow you to adapt to the social and business environment.
11. demonstrate ability to follow oral and written instructions.
12. demonstrate attitudes, characteristics and skills desirable and necessary when performing successfully in the business environment, such as: initiative, responsibility, positive attitude towards work, good appearance, good interpersonal relationships, concentration, decision-making, time management skills, communication skills, confidentiality of special issues and ability to work as a team.

V. CONTENT

A. Topics

1. Basic Skills
2. Alphabetic keys
3. Numbers and symbols
4. Basic functions and text format
5. Proofreader's Marks
6. Memos and Letters
7. Simple Reports

VI. LEARNING ACTIVITIES

1. Presentations by the professor
2. Demonstrations using technology: projector, computer, electronic board
3. Practice Exercises
4. Application Exercises
5. Individualized instruction
6. Proofreading and correcting, and printing documents.

VII. EVALUATION

- A. Basic Skills: Speed and Accuracy 50%
Duration of Speed and Accuracy tests: Three minutes;.

SPEED

Evaluation: Diagnostic	Evaluation I	Evaluation II	Evaluation III
22 + A	25 + A	28 + A	31 + A
21-18 B	24-21 B	27-24 B	30-27 B
17-14 C	20-17 C	23-20 C	26-23 C
13-10 D	16-13 D	19-16 D	22-19 D
9 F	12 F	15 F	18 F
8 or less Null	11 or less Null	14 or less, Null	17 or less Null

ACCURACY

PPM	A	B	C	D	F	Null
13-20	0-1	2	3-4	5	6	7+
21-30	0-2	3	4-5	6	7	8+
31-40	0-3	4	5-6	7	8	9+
41-50	0-4	5	6-7	8	9	10+
51+	0-5	6	7-8	9	10	11+

B. Production Tests	20%
C. Daily Production	10%
D. Proofreading (Production tests, Basic Skills)	5%
E. Basic Skills, attitudes, and work habits	10%
F. Miscellaneous	5%
Total	100%

Assessment Strategy (Suggested)

Gathering of results of the student's progress in the development of the basic skills--speed and accuracy--during the term.

VIII. SPECIAL NOTES

A. Auxiliary services or special needs

All students who require auxiliary services or special assistance must request them at the beginning of the course or as soon as they become aware that they need them, through the corresponding registry, in the Office of the Coordinator of services for students with disabilities, Dr. María de los Ángeles Cabello. She is located in the Counseling and Counseling Program, office 111, on the first floor of the John Will Harris building, extension 230

B. Honesty, fraud and plagiarism

Dishonesty, fraud or plagiarism committed by a student constitutes a major violation of the General Student Regulations and can result in sanctions ranging from a written reprimand to suspension for a predetermined period of a year or more or permanent expulsion from the university, among other sanctions.

C. Use of electronic devices

Cellular telephones and any other electronic device that could interrupt the teaching and learning processes or alter the environment leading to academic excellence will be deactivated. Any urgent

situation will be dealt with, as appropriate. The handling of electronic devices that allow students to access, store or send data during evaluations or examinations is prohibited

D. Compliance with the Provisions of Title IX

The Federal Higher Education Act, as amended, prohibits discrimination because of sex in any academic, educational, extracurricular, and athletic activity or in any other program or function, sponsored or controlled by a higher education institution, whether or not it is conducted within or outside the property of the institution, if the institution receives federal funds.

In harmony with the current federal regulation, in our academic unit an Assistant Coordinator of Title IX has been designated to offer assistance and orientation in relation to any alleged incident constituting discrimination because of sex or gender, sexual harassment or sexual aggression. The Assistant Coordinator, Mr. George Rivera who can be reached by phone at 787 250-1912, extension 2262 o 2147 or by e-mail, at griverar@metro.inter.edu

The Normative Document titled Norms and Procedures to Deal with Alleged Violations of the Provisions of Title IX is the document that contains the institutional rules to direct any complaint that appears to be this type of allegation. This document is available in the Web site of Inter American University of Puerto Rico (www.inter.edu)

IX. EDUCATIONAL RESOURCES

A. Text:

Van Huss, S. H., Forde, C. M., Woo, D. L., & Robertson, V. (2014). *Keyboarding and Word Processing. Complete Course MS Word 2016, Lessons 1-110.* (20th Ed.). Mason, OH: Cengage Learning.
Lessons 1-37.

B. Audiovisual Resources

1. Projector or TV
2. Computer
3. Electronic Board

X. BIBLIOGRAPHY (OR REFERENCES)

Books:

Canty, K. (2017). Computer Keyboarding Basic Training Camp for Hunt & Peckers and Beginners. CreateSpace Independent Publishing Platform

Strong, G. (2015). Touch Typing in 10 hours. CreateSpace Independent Publishing Platform

Tillson, D. (2018). The ABCs of Keyboarding: A typing manual for beginners. D. Tillson; 1 edition

Electronic Resources

SAMe www.cengagebrain.com

GDP (McGraw-Hill Irwin)

Google Box
Google Docs
Box.com

Tutorials: www.teclear-online.com/ES/ www.powertyping.com/

Correct Posture: www.guapacho.net/las-posturascorrectas-frente-a-un-computador
www.youtube.com/watch?v=jbV5dGvJWyo

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