

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

SYLLABUS

I. GENERAL INFORMATION

Course Title	:	Information Processing II
Code and Number	:	OMSY 1102
Credits	:	Four (4)
Academic Term	:	
Instructor	:	
Office Location and Hours	:	
Office Telephone	:	
E-mail	:	

II. DESCRIPTION

Development of basic skills for speed and accuracy. Application of these skills when processing business correspondence in the computer. Development of skills in the production of business documents of frequent use in the office. Requires 60 hours of lecture-lab. Prerequisite: OMSY 1101.

III. PROGRAM LEARNING OUTCOMES

IV. OBJECTIVES

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

1. The student will efficiently operate the computer at the highest level as a means of written communication using word processing software.
2. The student will integrate the knowledge and skills obtained (attained) in the production of simple (basic) documents.
3. The student will demonstrate ethical values while handling equipment, stationery and information.
4. Observe positive work habits that will permit adapting to the social and business environment.

V. CONTENT

A. Topics

1. Continue with basic techniques development and evaluation.
 - a. Keep eyes on the copy
 - b. correct position
 - c. keyboard control
 - d. rhythm and continuity
 - e. use of operating parts and function keys.
 - f. working under pressure
 - g. working habits and procedures
2. Basic skills development and evaluation.
3. Continuous use of basic functions of word processing software.
4. Apply format and editing tools, in addition to the ones learned in OMSY 1101
 - a. copy, cut, paste:
 - b. headers and footers
 - c. symbols and special characters
 - d. format painter
 - e. bullets and numbering
 - f. find
 - g. go to
 - h. highlight
 - i. replace
 - j. insert numbers
 - k. text effects
 - l. clipboard
 - m. templates
 - n. shading

- o. thesaurus
- p. create tables
 - 1. insert table and cell borders
 - 2. Autoformat
 - 3. merge or split cells
 - 4. sort
 - 5. calculations
 - 6. decimal tabs in tables
- q. hyphenation – Word division rules
- 5. Document production
 - a. Simple and complex tables
 - b. letters
 - punctuation (open and mixed)
 - special parts (lines)
 - two-page letters
 - envelopes with special parts
 - c. memorandum
 - simplified
 - templates
 - d. Reports
 - unbound
 - leftbound
 - multiple-page reports
 - short and long citations
 - reference page
 - footnotes
 - e. itineraries
 - .f. templates

VI. LEARNING ACTIVITIES

B. Suggested activities:

1. Handling of the textbook index and reference guide.
2. demonstrations
3. exercises
4. team work
5. individualized instruction
6. tutoring
7. Use of Keyboarding Pro
9. Use of assessment techniques
10. Use of the computer

VII. EVALUATION

The following evaluation criteria is recommended as evidence of the accomplishments of the course objectives.

The professor may use the assessment criteria that she/he deems pertinent.

Speed	20%
Accuracy	20%
Document Production Tests	30%
Daily Document Production	15%
Proofreading	10%
Basic Techniques	5%
Total	100%

A. Basic Skills – Speed and Accuracy (6 grades)
(Speed 20% and Accuracy 20%)

1. Norms (final goal)

Five-minute (straight-copy timed writings).

SCALES:

SPEED

First Evaluation	Second Evaluation	Third Evaluation
34 + A	37 + A	40 + A
33-30 B	36-33 B	39-36 B
29-26 C	32-29 C	35-32 C
25-22 D	28-25 D	31-28 D
21 F	24 F	27 F
20 Null	23 Null	26 Null

ACCURACY

Errors						
WPM	A	B	C	D	F	N
21-30	2	3	4-5	6	7	8
31-40	3	4	5-6	7	8	9
41-50	4	5	6-7	8	9	10
51 +	5	6	7-8	9	10	11

B. Production 45%

Production tests 30%
 Daily Production 15%

C. Suggested methods to evaluate production:

Grading Criteria. The criteria is established, such as: presentation, document alignment, margins, proofreading and editing, repeating or omitting basic lines in a letter or document, applying incorrect function keys, failing to follow instructions, accuracy, etc. Each criteria is assigned points. The total points obtained by the student is determined and it is converted to a percent. The normal distribution scale is used.

100-90%	A
89-80	B
79-70	C
69-60	D
59 or less	F

Mailability: The documents will be evaluated in terms of their quality. The following scale will be used.

Perfect = 4 points	A document that is perfect in all aspects.
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Acceptable = 3 points	A document that is not perfect, but has minor errors that may be corrected with a pencil without having to edit them using the computer.
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Correctable = 2 / 1 points

Documents that have to be edited in the computer but that do not have format errors.

Inacceptable = 0 points

Documents that exceed the number of acceptable correctable errors and/or that have format errors.

Words in the document

Correctable errors

50 o menos	1
51 - 100	2
101 - 150	3
151 or more	4

SCALES

THREE DOCUMENTS

FOUR DOCUMENTS

12-10 A	16-13 A
9-7 B	12-10 B
6-4 C	9-7 C
3 D	6-5 D
2 F	4 F

D. Proofreading 10%

Suggested ways to evaluate proofreading.

Every production test will receive a grade for proofreading that may be "A" or "F": correctly proofread or incorrectly proofread. All the accumulated grades will constitute a grade for proofreading.

Every production test or basic skills test will be assigned five points. If the student proofreads correctly, she/he will receive five points. If she/he doesn't proofread correctly, she/he receives zero points. These points are accumulated and a final grade is given. A percent is obtained and the normal distribution scale is applied.

E. Basic Skills and Attitudes 5%

Basic techniques and attitudes will be evaluated two times during the trimester, in the middle of the trimester and at the end of the

trimester. The Basic Skills and Attitudes Sheet will be used. When the grade is assigned, the normal scale will be used.

100-90%	A
89-80	B
79-70	C
69-60	D
59 or less	F

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 2306

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.

B. 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 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. Suggested Textbook (The same textbook is recommended for courses OMSY 1101, 1102, 2000)

Text:

Van Huss, S. H., Forde, C. M., Woo, D. L., & Robertson, V. (2016). *Keyboarding and Word Processing. Complete Course MS Word 2016, Lessons 1-110*. (20th Ed.). Boston, MA: Cengage Learning.
ISBN: 978-1-337-10327-5

- B. Audiovisual resources:

1. online course
2. computer
3. flash cards
4. transparencies
5. films and videos
6. PowerPoint presentations

IX. BIBLIOGRAPHY (OR REFERENCES)

The student may obtain the reference books included in the bibliography through the University campus libraries. Each campus will maintain the bibliography up-to-date according to its needs.

A. Books:

Clark, J., & Clark, L. (2017). *How 14: A Handbook for Office Professionals*. Boston, MA: Cengage Learning.

Lambert, J., & Curtis, F. (2015). *Microsoft Office 2016, Step by Step*. Redmond, WA: Microsoft Press.

Vermaat, M., & Freund, S., et. al. (2016). *Microsoft Office 365, Office 2016, Introductory*. Boston, MA: Cengage Learning.