

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

SYLLABUS

I. GENERAL INFORMATION

Course Title : Production of Business Documents
Code and Number : OMSY 2000

Credits : Four (4)

Academic Term :

Instructor :

Office Location and
Hours

Office Telephone

E-mail

:

:

II. DESCRIPTION

Complex document production applying advanced functions of the word processing program in use Emphasis on the quality of documents, development of basic skills at optimum levels and proofreading. Requires 60 hours of lecture-lab Prerequisite: OMSY 1102.

III. PROGRAM LEARNING OUTCOMES

IV. OBJECTIVES

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

1. efficiently operate the computer at the highest level as a means of written communication using an information processing program.
2. apply ethical values when handling equipment, materials and information.
3. observe positive qualities and good work habits that allow you to adapt to the social, commercial and work environment.
4. correctly apply production skills to the writing of different commercial documents, such as: letters, memos, reports, tables, business document design, traditional and electronic summaries, customize documents (merge) and others.
5. 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. Themes:

1. Reports
2. "Mail Merge"
3. Multi-page letters
4. Complex tables
5. Complex reports
6. Documents with graphs and columns
7. Documents for meetings, trips, itineraries, etc.
8. Employment documents
9. Simulated in health offices
10. Simulated in law offices
11. Simulated work in industry

VI. LEARNING ACTIVITIES

- A. Demonstrations
- B. Use of projector or TV
- C. Individualized teaching
- D. Directed teaching

VII. EVALUATION

For the students' final evaluation, the following criteria will be taken into consideration, applying the percentages indicated.

A. Criteria

Punctuationn

% of the final grade

Basic Skills: Five minute tests. Pruebas de rapidez en las que uno o ambos criterios (rapidez y/o exactitud) sea(n) nula, no se considerará. Al final del semestre se promediará una nota.

Speed	100	10%
Accuracy	100	10%
Three Production Tests	300	60%
Daily Production	200	15%
Corrective Practice	100	5%
Ttal	800	100%

B. Scale and Method of Evaluation

Basic Skills

Scale 1		Speed – 10%		Scale 2	
43+	A	46+	A		
42-39	B	45-42	B		
38-35	C	41-39	C		
34-31	D	38-35	D		
30-28	F	34-32	F		
27	NULO	31	NULO		

Accuracy – 10%

PPM	A	B	C	D	F	Nulo
28-30	0-2	3	4-5	6	7-8	+9
31-40	0-3	4	5-6	7	8-9	+10
41-50	0-4	5	6-7	8	9-10	+11
51+	0-5	6	7-8	9	10-11	+12

C. Suggested methods for evaluating production

Document Production - 70%

Use a rubric for each evaluation of criteria..

Rubric Example

Criteria for the evaluation of column exercises.	Points	
	Assigned	Obtained
Prepared the document in two columns	5	
Typed the title in bold, 14, centered	2	
Applied heading where indicated	5	
Inserted and printed comments	4	
Inserted a clipart in the suggested category.	3	
Inserted a footer for the name and date.	3	
Columns are the same levels	3	
Content errors, Applied 1.5 spaces as indicated.	7	

Document is correct and could be sent.	3	
TOTAL	35	

D. Proofreading 5%

All production tests will receive a proofreading grade which will consist of A or F. These will form a final grade for proofreading. .

E. Suggested Assessment Strategy

Application Exercises (Rubrics)

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, plagiarism and any other inappropriate behavior in relation to academic work constitutes major infractions sanctioned by the General Student Regulations. The major infractions, as stated in the General Student Regulations, may have as a consequence, suspension from the University for a definite period greater than one year or the 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 or 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.). Cengage Learning.

B. Audiovisual Resources

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

X. BIBLIOGRAPHY (OR REFERENCES)

A. Books

Clark, J., & Clark, L. (2016), *How 14: A Handbook for Office Professionals*. Cengage Learning, Boston, MA.

Lambert, J., & Frye, C. (2015). *Microsoft Office 2016*. Microsoft Press, Redmond, WA.

Santiago-Pérez, A., Morales de Montañez, Z. & Rodríguez, A. (2012).
Aprendizaje del teclado de la computadora y aplicaciones. San Juan, PR:
Publicaciones Puertorriqueñas.

B. Electronic Resources

Typing.com

SAM www.cengagebrain.com

GDP

Google Box

Google Docs

Box.com

Video tutorials prepared by the professor.

Videos in Youtube

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