

**Business Technology  
Southwest College**

**POFT 1329 –BEGINNING KEYBOARDING**

**CRN 38846 Fall 2017**

**Stafford Campus – Learning Hub Room E326**

**Time 06:00 PM-9:20 PM Days—Tues/Thurs**.

**3 credit hours (2 lecture, 3 lab)**

**12 weeks In Class Instruction**

**SCANS Competencies Included**

**INSTRUCTOR: Erika Davis Wright**

**INSTRUCTOR CONTACT INFORMATION:**

**Phone:** (832) 978-7922

**E-Mail:** erika.wright@hccs.edu

**E-Mail:** emkdavis@yahoo.com

**OFFICE LOCATION AND HOURS**

Students may feel free to contact me concerning any problems they may be experiencing in this course. Students do not need to wait until they have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear student concerns and just to discuss course topics. Office hours are upon request.

**FINAL EXAM: Thursday, December 13, 2017** – (NO MAKE-EXAMS GIVEN)

**LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:**

**Friday, November 3, 2017**, 4:30 **p.m.  Verify in College Schedule Page.**

**COURSE DESCRIPTION**

Skill development in the operation of the keyboard by touch, applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents using Microsoft Word 2016.

**COURSE PREREQUISITE**

NONE

**PROGRAM LEARNING OUTCOMES**

* The student will be able to read, listen, speak, and write proficiently.
* The student will be able to apply keyboarding and document processing skills to basic documents.
* The student will be able to use appropriate word processing terminology and techniques in the preparation of basic documents.
* The student will be able to use proper techniques in the keying of all assigned documents.

.

**STUDENT LEARNING OUTCOMES**

1. Students will identify the components of a computer system.
2. Students will complete documents under timed production conditions.
3. Students will select correct document formats and layouts, and assess documents for correct grammar, spelling, and punctuation.
4. Students will demonstrate basic proficiency in commonly used applications.

**STUDENT LEARNING OBJECTIVES**

1.1 Students will be able to demonstrate basic keyboarding techniques key by keying a minimum of 30-45 word per min.

2.1 Students will apply proofreading and editing skills, and create basic business documents.

3.1 Students will demonstrate the use of Microsoft Word features by formatting various business documents.

4.1 Students will demonstrate proper techniques to key accurately and rapidly basic letters, memoranda, reports and tables.

**SCANS**

The Secretary’s Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

* Define the skills needed for employment,
* Propose acceptable levels of proficiency,
* Suggest effective ways to assess proficiency, and
* Develop a dissemination strategy for the nation’s schools, businesses, and homes.

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. **Resources**—An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.
2. **Interpersonal**—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.
3. **Information**—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize those efforts to master information skills prepare students for future employment.
4. **Systems**—An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.
5. **Technology**—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

The following skills will be developed in the course:

* Using Resources: Identify—Plan—Manage
* Developing Interpersonal Skills: Collaborate—Negotiate—Lead
* Applying Technology: Select—Apply—Enhance
* Understanding Systems: Connect—Support—Improve
* Acquiring Information: Evaluate—Communicate—Apply

The three SCANS foundation skills identified by the Commission are the following:

**Basic Skills**—Reading, writing, mathematics, listening, and speaking. classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.

**Thinking Skills**—Creative thinking, decision-making, and problem solving, seeing things in the mind’s eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.

**Personal Qualities**—Responsibility, self-esteem, sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember the power of teaching by example.

**12 WEEK COURSE CALENDAR**

**POFT 1329**

**Weekly Activity Schedule**

***WEEKLY SCHEDULE OF ASSIGNMENTS***

***12 WEEKS SESSION***

|  |  |  |
| --- | --- | --- |
| **WEEK** | **TEXTBOOK CHAPTERS** | |
| **Keyboarding & Word Processing Essentials (South-Western Publishing) - Introduction to Microsoft Word 2016** | | |
| 1 | Lessons 1-4 | Level 1 (Lessons 1-25): Lesson 1-13 (Module 1) – Utilization of Keyboarding Pro Software  Introduction to Alphabetic Keys |
| 2 | Lessons 5-8 | Module 1 Continued |
|  | | |
| 3 | Lessons 9-17 | Module 1 Continued  Begin Module 2: Figure & Symbol Keys (Lessons 14-25)  Introduction to Numeric Keys; Proofreaders’ Marks  Submission of 2 Timed Writings |
| 4 | Lessons 18-25 | Module 2 Continued |
|  | | |
| 4 | Level 1 Assessment | **Test 1: Covering Modules 1 & 2 ( Lessons 1-25)** |
|  |  | **LEVEL 2 – LESSONS 26-55 – Module 3 Word 2016 Essentials (26-31)** |
| 5 | Lessons 26-31 | Begin Level 2: Lessons 26-55 Module 3: Word 2016 Essentials (Lessons 26-31)  Text Formats, Paragraph Formats, Page Formats, Navigate & Review Documents  Checkpoint 3 - Assessment covering Module 3 |
|  | | |
| 6 | Lessons 32-37 | **Module 4** – Business Correspondence (lessons 32-37)  Creating Memos and Electronic Mail  Block Letter Format, Modified Block Letter Format with Envelope  Correspondence Review  **Test 2:** **– Covering Module 4** |
| 7 | Lessons 38-42 | **Module 5 Tables (**Lessons 38-42)  Crating Tables; Table tools-Layout/Design  Tables within Documents  Checkpoint 5 – Assessment covering Module 5 |
| 8 | Lessons 43-49 | **Module 6: Reports** (Lessons 43-48)  Preparing Unbound Reports w/Cover Page  Left-bound Report, Multi-Page Report; Academic Report 2/Reference Page; Report w/  Footnotes & Endnotes. |
| 9 | Lessons 50-53 | **Test 3: - Covering Module 5 & 6**  **Module 7** – Create & Format Graphics (Lessons 50-53)  Basic Graphics; Pictures & smart Art; Format Text Graphically; Documents w/Columns |
|  |  |  |
| 10 | Lessons 54-55 | **Module 8 – Palmetto Event Solutions, Inc.**  Review Memos/Letters |
| 11 |  | **Module 9 – Web Aps** |
| 12 | Review & Final Exam | **Comprehensive Review & Final Exam** |

**INSTRUCTIONAL METHODS**

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning office technology, modeling good teaching strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education.

As a student wanting to learn about office technology, it is student’s responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in activities, and attend class.

**Student Assignments**

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in reaching your goals.

**Late Assignments:** Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Work submitted later than the due date, will be counted if it is submitted by the next class period, but the grade will be lowered by one letter grade (at the discretion of instructor). The only exception is if the student is absent the day that the work is due; in that case, the assignment is due the next class period. **To prevent a habit of late work, the student will have only one opportunity to submit late work.** In addition, if the student has exceeded five absences, no work will be accepted late and the excessive absences will result in the student being dropped. ***Points will be deducted for late assignments.***

**Make-Up Test Policy**

Students are expected to adhere to the weekly schedule of assignments and tests printed in the syllabus. **Makeup tests will not be given**.

**EGLS3 – EVALUATION FOR GREATER LEARNING STUDENT SURVEY SYSTEM**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**Go to: hccs.edu, select Student System Sign In** to complete the EGLS3 survey!

**INSTRUCTOR REQUIREMENTS**

As student Instructor, it is my responsibility to**:**

Provide the grading scale and detailed grading formula explaining how student grades are to be derived

* Facilitate an effective learning environment through class activities, discussions, and lectures
* Description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness and make up
* Provide the course outline and class calendar which will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student’s responsibility to**:**

* Attend class and participate in class activities
* Read and comprehend the textbook
* Complete the required assignments and exams on time:
* Ask for help when there is a question or problem
* Complete the field study with a 70% passing score

**PROGRAM/DISCIPLINE REQUIREMENTS**

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today’s dynamic work environment. Students in Computer Applications I must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the office environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

**Degree Plan**

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department for information about filing a degree plan.

**Virtual Career Center**

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and soft-skills training. Orientations and registration are available at all Southwest College Campuses.

[http://www.hccs.edu/hccs/current-students/career-planning-and-resources/southwest-college](https://webmail.hccs.edu/owa/redir.aspx?C=dd57c054d7b642948fee6667c214aa47&URL=http%3a%2f%2fwww.hccs.edu%2fhccs%2fcurrent-students%2fcareer-planning-and-resources%2fsouthwest-college)

**GRADING**

**HCCS Grading System**

The Houston Community College grading system will be used to evaluate students’ performance in this course.

|  |  |
| --- | --- |
| **Grade** | **Points** |
| **A = 100- 90** | **4 points per semester hour** |
| **B = 89 - 80:** | **3 points per semester hour** |
| **C = 79 - 70:** | **2 points per semester hour** |
| **D = 69 - 60:** | **1 point per semester hour** |
| **59 and below = F** | **0 points per semester hour** |
| **FX (Failure due to non-attendance)** | **0 points per semester hour** |
| **W (Withdrawn)** | **0 points per semester hour** |
| **I (Incomplete)** | **0 points per semester hour** |

**Student Evaluation**

The following departmental grading system will be used to evaluate students’ performances in this course:

|  |  |
| --- | --- |
| Timed Writings  40+  36-39  32-35  29-31 | 20%  A  B  C  D |
| Class Assignments | 30% |
| Production Tests | 30% |
| Final Exam | 20% |
| TOTAL | 100% |

**INSTRUCTIONAL MATERIALS**

* Keyboarding and Word Processing Essentials, Microsoft Word 2016, Lessons 1-55, Vanhuss, Forde, Woo, and Robertson, South-Western/Thomson Learning, ISBN-13: 978-1-337-10302-2.
* **Access to SAM in Cengage. All work will be completed and submitted on line through SAM/**

**STUDENT INFORMATION**

A student handbook is available on the College website: [http:/www.hccs.edu](http://hccs.edu). Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook.

**HCC COURSE WITHDRAWAL AND ATTENDANCE POLICY**

**HCC Course Withdrawal Policy (updated 7/26/2010)**

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines.

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center: https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

**Class Attendance**

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their Eagle Online/Canvas class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their Eagle Online/Canvas class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

**EARLY ALERT**

HCC has instituted an Early Alert process by which your professor may alert you and campus Advisor that you might fail a class because of excessive absences and/or poor academic performance.

To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your campus Advisor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines.

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center: https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

**International Students**

Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

**STUDENTS WITH DISABILITIES**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester.  **Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.**

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

**DISABILITY SUPPORT SERVICES OFFICES:**

System: 713.718.5165

Central: 713.718.6164 – *also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.*

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

**ONLINE TUTORING**

HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

**ACCESS TUTORING AT THEIR WEB SITE**

http://www.hccs.edu/district/students/tutoring/

**ACCESS HCC ONLINE POLICIES AT THEIR WEB SITE**

http://www.hccs.edu/online/student-services/

The HCC Online Student Handbook contains policies and procedures unique to the HCC Online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents.

**ACADEMIC DISHONESTY**

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes:  
• Copying from another students’ test paper;

• Using materials not authorized by the person giving the test;

• Collaborating with another student during a test without authorization;

• Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;

• Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

**Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS.  Please refer to the HCCS Distance Education Student Handbook-(for further information regarding Academic Dishonesty refer to <http://distance.hccs.edu/de-counseling/DE_student_handbook.htm>.

**CLASSROOM BEHAVIOR**

As instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

**HCC TITLE IX PREGNANCY POLICY**

The Title IX statement has been change to the following (changes in red) to address student pregnancy concerns:

*Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence.  Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity.  Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities.  If you require an accommodation due to pregnancy please contact an Abilities Services Counselor.  The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.  All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:*

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

**CAMPUS CARRY**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/district/departments/police/campus-carry/

**NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with Ms. Willie Caldwell, Department Chair, at 713-718-7807 or Room N109, Scarcella Building.**