Business Technology

Southeast College

POFT 1329—Keyboarding & Word Processing Essentials
Spring 2015 (#6152)
3 credit hours (2 lecture, 3 lab)
80 hours per semester-8 weeks Second Start)

INSTRUCTOR: Gerald Floyd Jr.
INSTRUCTOR CONTACT INFORMATION:
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OFFICE LOCATION AND HOURS:

SATURDAY: 12PM – 6PM.

FINAL EXAM*: 5/14/2015*

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS*:*

http://www.hccs.edu/district/events-calendar/academic-calendar/

PROGRAM LEARNING OUTCOMES *The student will be able to:*

· *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 specific office applications.*

· *The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.*

STUDENT LEARNING OUTCOMES

Students will:

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

2.   Students will demonstrate the use of Microsoft Word features by formatting a business document.

3.   Demonstrate basic keyboarding techniques.

4.   Students will apply proofreading and editing skills; and create basic business documents.

LEARNING OBJECTIVES

1.   Demonstrate basic keyboarding techniques.

2.   Students will apply proofreading and editing skills; and create basic business documents.

SCANS

Manage Resources: Identifies, organizes, plans, and allocates resources
Students in POFT 1329—Beginning Keyboarding have to be able to appropriately allocate their time in order to complete class assignments in a timely fashion. They must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as workbook activities related to records management. They also produce data base projects using a data base software product.
POFT 1329

Scans or Core Curriculum Statement and Other Standards
Credit: 3 (3 lecture, 2 Lab)

Statement of Workplace and Foundation Competencies
Houston Community College is determined to prepare students with the knowledge and skill students need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFT 1329—Beginning Keyboarding.

Workplace Competencies:
Manage Resources: Identifies, organizes, plans, and allocates resources
Students in POFT 1329—Beginning Keyboarding have to be able to appropriately allocate their time in order to complete class assignments in a timely fashion. They must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as workbook

activities related to records management. They also produce data base projects using a data base software product.

Interpersonal: Works with others
Students in POFT 1329—Beginning Keyboarding at times work together in groups. Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills, learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goal.

Information: Acquires and uses information
Students in POFT 1329—Beginning Keyboarding must acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process information and to perform various tasks.

Technology: Works with a variety of technologies
Students in POFT 1329—Beginning Keyboarding must work with data base technology specific to records management tasks.

Foundation Skills
Students in POFT 1329—Beginning Keyboarding must demonstrate basic skills: read, write, listen and speak. The student must learn to locate, understand, and interpret written information from the textbook, workbook, and data base computer application. Students in POFT 1329—Beginning Keyboarding must demonstrate thinking skills: think creatively, make decisions, solve problems, visualize, know how to learn, and reason in many activities regarding records management.
Students in POFT 1329—Beginning Keyboarding must also demonstrate personal qualities: display--responsibility, self-esteem, sociability, self-management, and integrity and honesty.

Five Competencies:
Resources: Identifies, organizes, plans, and allocates resources
A. Time—Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules
B. Money—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
C. Material and Facilities—Acquires, stores, allocates, and uses materials or space efficiently
D. Human Resources—Assesses skills and distributes work accordingly, evaluates periodically.

Interpersonal: Works with others.
A. Participates as Member of a Team—contributes to group effort
B. Teaches Others New Skills
C. Serves Clients/Customers—works to satisfy customers' expectations

D. Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
E. Negotiates—Works toward agreements involving exchange of resources, resolves divergent interests
F. Works with Diversity—works well with men and women from diverse backgrounds.

Information: Acquires and uses information.
A. Acquires and Evaluates Information
B. Organizes and Maintains Information
C. Interprets and Communicates Information
D. Uses Computers to Process Information

Systems: Understands complex inter-relationships.
A. Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them
B. Monitors and Corrects performance—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
C. Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies.
A. Selects Technology—chooses procedures, tools or equipment including computers and related technologies
B. Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment
C. Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies

A THREE-PART FOUNDATION
Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks
A. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
B. Writing—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
C. Arithmetic/Mathematics—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
D. Listening—receives, attends to , interprets, and responds to verbal messages and other cues
E. Speaking—organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons
A. Creative Thinking—generates new ideas
B. Decision Making—specifies goals and constraints, generates alternatives, considers

risks, and evaluates and chooses best alternatives
C. *Problem Solving*—Recognizes problems and devises and implements plan of action
D. *Seeing Things in the Mind's Eye*—organizes, and processes symbols, pictures, graphs, objects, and other information
E. *Knowing How to Learn*—uses efficient learning techniques to acquire and apply new knowledge and skills
F. *Reasoning*—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty
A. *Responsibility*—exerts a high level of effort and perseveres towards goal attainment
B. *Self-Esteem*—believes in own self-worth and maintains a positive view of self
C. *Sociability*—demonstrates understanding, friendliness, and adaptability, empathy, and politeness in-group settings.
D. *Self-Management*—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
E. *Integrity/Honesty*—chooses ethical courses of action

WEEKLY CALENDAR (16 Weeks)* (*Note we use Keyboarding Pro Deluxe Online (KPDO) Office 2013 Software with our Keyboarding Classes! When or if this software is "down" make sure you use Word 2013 for classwork!)

WEEK ONE/Level 1, Developing Keyboarding Skill
Module 1--Alphabetic Keys, Lessons 1-4

WEEK ONE
Module 1--Lessons 5-8

WEEK TWO
Module 1--Lessons 9-12

WEEK TWO
Lesson 13, **Skill Builder 1,** *Module 2—Figure and Symbol Keys, Lessons 14-17*

WEEK THREE
Module 2--Lessons 18-21

WEEK THREE
Module 2--Lessons 22-25 **(Test 1: Lesson 25 / Assessment), Skill Builder 2, Skill Builder 3**

WEEK FOUR/Level 2, Formatting and Word Processing Essentials
Module 3—Word 2013 Essentials, Lessons 26-29

WEEK FOUR

Module 3. Lessons 30,31; Module 4—Memos and Letters, Lessons 32, 33

WEEK FIVE
*Module 4—Lessons 34, 35, 36, 37 **(Test 2: Lesson 37 / Assessment)***

WEEK FIVE
Module 5—Tables, Lessons 38, 39, 40, 41

WEEK SIX
Module 5—Lessons 42/Palmetto Event Solutions, Inc. Module 6—Reports, Lessons 43, 44, 45

WEEK SIX
*Module 5—Lesson 46, 47, 48, 49 **(Test 3: Lesson 49 / Assessment Modules 5 & 6)***

WEEK SEVEN
Module 7—Graphics, Lessons 50, 51

WEEK SEVEN
Module 7—Lesson 52, 53, Palmetto Event Solutions, Inc.

WEEK SEVEN
Module 8--Palmetto Event Solutions, Inc., Lessons 54, 55
Module 9--Web Apps

WEEK EIGHT/ FINAL EXAM

Note*: This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs.*

Instructional Methods
POFT 1329 is a required course for certain Business Technology certificate and AAS degrees.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning records and information management, 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 records and information management, 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 student learning. To better

understand a topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.   Submit assignments under the Assignment Icon unless unspecified otherwise by 11:59 p.m. of the due date. Assignments will lose late points for late assignments. Place student name/date and the assignment name on all submitted assignments as a header or footer.

Reading Requirements
Students are responsible for reading all assigned material. Students must be familiar with the Review and Discussion Questions in each chapter in order to pass the exams for this class. It is very important that students read assigned lessons before class. To insure that students are reading, pop quizzes will be given from the review questions.

Instructional Materials:
Keyboarding & Word Processing Essentials Microsoft Word 2013, 19TH Edition.*, Lessons 1-55 by Susie H. Van Huss, Connie M. Forde, Donna L. Woo, and Vicki Robertson, Publisher: South-Western, Cengage.Learning; ISBN: 9781285576329.*

2--4.0 GB or greater in memory USB Flash Drives, note pad, pens, pencils, highlighter, staple, staples, magnifying glass (if needed), etc. Be sure to save all files needed on "two" flash drives, to make sure you have a backup. Note you can find the student files on-line as well as you instructor will give you the students files!

Student Information:
A student handbook is available on the College website: http:/www.hccs.edu. Look under the student subheading to get detailed information concerning students attending Houston Community College (HCC). 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 Policy Statement-ADA
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. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office at the campus and college you attend!

HCC Policy Statements

Class Attendance - It is important that students come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases student ability to succeed. Students are expected to attend all lecture and labs regularly. Students are responsible for materials covered during student absences. Class attendance is checked daily. Although it is student responsibility to drop a course for nonattendance, **the instructor has the authority to drop students**

for excessive absences.

If students are not attending class, students are not learning the information. As the information that is discussed in class is important for student career, students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction (no more than 5 classes).

Poor attendance records tend to correlate with poor grades. If students miss any class, including the first week, <u>students are responsible for all material missed.</u> It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if students unavoidably miss a class.

HCC Course Withdrawal Policy *If students feel that students cannot complete this course, students will need to withdraw from the course prior to the final date of withdrawal. Before, students withdraw from student course; please take the time to meet with the instructor to discuss why students feel it is necessary to do so. The instructor may be able to provide students with suggestions that would enable students to complete the course. Student success is very important. Beginning in Fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than* **SIX** *total course withdrawals* **throughout** *their educational career in obtaining a certificate and/or degree.*

Repeat Course Fee *The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective Fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If students are considering course withdrawal because students are not earning passing grades, confer with student instructor/counselor as early as possible about student study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.*

HCC Policy Statement: Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. Students are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If students are charged with an offense, pleading ignorance of the rules will not help students. 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)

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 at the Business Technology Department offices at the college you attend (we have classes at Northwest, Southwest, Northeast, Southeast, and Central HCC Colleges! Our Program Chair's office (Southwest College) for all Business Technology locations: 713 718-7807 or 713 718-7808.

Classroom Behavior *As student instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Student 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.*

Use of Camera and/or Recording Devices *As a student active in the learning community of this course, it is student responsibility to be respectful of the learning atmosphere in student classroom. To show respect of student fellow students and instructor, students will turn off student phone and other electronic devices, and will not use these devices in the classroom unless students receive permission from the*

instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

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

Grading

Student instructor will conduct quizzes, exams, and assessments that students can use to determine how successful students are at achieving the course learning outcomes (mastery of course content and skills outlined in the syllabus. If students find students are not mastering the material and skills, students are encouraged to reflect on how students study and prepare for each class. Student instructor welcomes a dialogue on what students discover and may be able to assist students in finding resources on campus that will improve student performance.

Daily activities include class participation, assignments, and applications:

90-100 A

80-89 B

70-79 C

60-69 D

Below F

Timed Writing	*25%*
Class Assignments	*30%*
Production Tests	*25%*
Final Exam	*20%*

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 lowered by **10 percent per day** (at the discretion of instructor). **No assignment will be accepted if more than 3 days late**. Place your **name and the assignment name** on all submitted assignments. **Assignments later than 3 days will not be accepted without documented emergencies***. *If the student has exceeded five absences, no work will be accepted late and the excessive absences will result in the student being dropped.*

Make-Up Test Policy: At the discretion of your professor.

HCCS/Classroom Policies: Phone calls are not permitted within the classroom. Please turn phones and pagers to off or place on vibrate. Food and/or drink are not permitted in the classroom. Children are not permitted in the classrooms.