



Course Syllabus
Intermediate Keyboarding
POFT 2301

Semester with Course Reference Number (CRN)	Spring 2017 Second Start 12178
Instructor contact information (phone number and email address)	Leo Radford, Adjunct 713 718-5545 (Office to leave a message only) Leo.radford@hccs.edu
Office Location and Hours	Eagle Online Mon-Sun
Course Location/Times	Eagle Online Mon-Sun
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3 Lecture Hours: 2 Laboratory Hours: 3 External Hours:
Total Course Contact Hours	80.00
Course Length (number of weeks)	12
Type of Instruction	Lecture/Lab
Course Description:	A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, following instructions, and keying documents from various copies. (Formerly OFFT 1351)
Course Prerequisite(s)	PREREQUISITE(S): <ul style="list-style-type: none">• POFT 1329

**Academic
Discipline/CTE
Program Learning
Outcomes**

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. 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.
4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

**Course Student
Learning Outcomes
(SLO): 4 to 7**

1. Student will demonstrate proficient keyboarding techniques.
2. Students will apply mailability standards to business documents using word processing software.
3. Students will produce formatted letters, memoranda, reports, tables, and administrative documents with speed and accuracy using proper keying techniques.
4. Students will demonstrate effective use of Microsoft Office while formatting business documents.

**Learning Objectives
(Numbering system
should be linked to
SLO - e.g., 1.1, 1.2, 1.3,
etc.)**

Student will demonstrate proficient keyboarding techniques.
Students will apply mailability standards to business documents using word processing software.
Students will produce formatted letters, memoranda, reports, tables, and administrative documents with speed and accuracy using proper keying techniques.
Students will demonstrate effective use of *Microsoft Office* while formatting business documents.

**SCANS and/or Core
Curriculum
Competencies: If
applicable**

SCANS
Student will demonstrate proficient keyboarding techniques.
Foundation Skills - Thinking -Decision Making
Foundation Skills - Thinking -Creative
Foundation Skills - Thinking -Reasoning
Workplace Competencies - Information -Uses Computers to Process
Students will apply mailability standards to business documents using word processing software.
Foundation Skills - Thinking -Creative
Foundation Skills - Personal Qualities -Self-Esteem
Foundation Skills - Personal Qualities -Responsibility
Workplace Competencies - Information -Uses Computers to Process
Students will produce formatted letters, memoranda, reports, tables, and administrative documents with speed and accuracy using proper keying techniques.
Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking
Foundation Skills - Thinking -Creative
Workplace Competencies - Information -Uses Computers to Process
Students will demonstrate effective use of *Microsoft Office* while formatting business documents.
Foundation Skills - Thinking -Decision Making
Workplace Competencies - Information -Acquires & Evaluates
Workplace Competencies - Information -Uses Computers to Process

Instructional Methods

Distance (100%)
Face to Face

Student Assignments **Student will demonstrate proficient keyboarding techniques.**
 Projects
Students will apply mailability standards to business documents using word processing software.
 Projects
Students will produce formatted letters, memoranda, reports, tables, and administrative documents with speed and accuracy using proper keying techniques.
 Projects
Students will demonstrate effective use of *Microsoft Office* while formatting business documents.
 Various assigned readings from textbooks, peer-rev
 Discussions
 Projects

Student Assessment(s) **Student will demonstrate proficient keyboarding techniques.**
 Various assigned readings from textbooks
 In-class discussions
Students will apply mailability standards to business documents using word processing software.
 Various assigned readings from textbooks
 Presentations
 In-class discussions
 Group and/or individual projects
Students will produce formatted letters, memoranda, reports, tables, and administrative documents with speed and accuracy using proper keying techniques.
 Various assigned readings from textbooks
Students will demonstrate effective use of *Microsoft Office* while formatting business documents.
 Various assigned readings from textbooks
 Presentations
 In-class discussions
 Group and/or individual projects

Instructor's Requirements

As the 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 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 (quizzes, tests, assessments) on time;
- Ask for help when there is a question or problem; and
- Complete the field study with a 70% passing score

Program/Discipline Requirements: If applicable

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Intermediate Keyboarding 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.

HCC Grading Scale:

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
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.

Instructor Grading Criteria

Timed Writings (Five Minutes)	25%
Class Assignments	30%
Production Tests	25%
Final Exam	20%
TOTAL:	100

Timed Writings Scale:

(Based on GWAM (gross words a minute) / Maximum of FIVE errors, over FIVE errors the timed writing DOES NOT COUNT:

Regular/No Combined Class		Alternate/Combined Class:	
55+	A	50+	A
51-54	B	49-45	B
48-50	C	44-40	C
45-47	D	39-35	D

Instructional Materials

- Advanced Word Processing, Lessons 56-110 with integrated SAM for Canvas; Van Huss/Forde/Woo/ Hefferin; South-Western/Cengage Publishing, 2016; 20th edition; ISBN: 9781285576282
- **Storage:** *USB Flash drive*
- **Correlation of Textbook and Software Applications:** (*Mind Tap/SAM*) Students will be given teacher course code (*Mind Tap/SAM*) from your instructor.
- **Software and Web Supplement:** *Mind Tap/SAM* to accompany ADVANCED WORD PROCESSING, LESSONS 56-110, Twentieth Edition

HCC Policy Statement:

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

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 near the end of the term, 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 department 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.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>

**Keyboarding II (POFT 2301)
Weekly Schedule**

Module/Lessons	Topic/Assignments
Week 1	
Module 10: Advanced Business Correspondence	
Lesson 56	Memos and Productivity Tools Keying and Word Drills <ul style="list-style-type: none">• Warmups 1-4• Timed Writing• Drills 1-3
Lesson 57	Letter Review Keying Drills <ul style="list-style-type: none">• Warmups 1-4• Practice Keying
Lesson 58	Special Letter Parts Keying Drills <ul style="list-style-type: none">• Warmups 1-4• Timed Writing
Lesson 59	Multiple-Page Documents Keying and Word Drills <ul style="list-style-type: none">• Warmups 1-4• Drill 1
Lesson 60	Hess Office Park Keying Drills <ul style="list-style-type: none">• Warmups 1-4• Timed Writing Hess Office Park Projects 1-3 Timed Writings from within Lessons 56 – 60 <ul style="list-style-type: none">• Timed Writing 56b• Timed Writing 58b• Timed Writing 60b
Week 2	
Module 11: Document with Tables and Graphics	
Lesson 61	Table Tools Keying and Word Drills <ul style="list-style-type: none">• Warmups 1-4• Timed Writing• Drills 1-3
Lesson 62	Table Commands Keying and Word Drills <ul style="list-style-type: none">• Warmups 1-4• Practice Keying• Drills 1 and 2
Lesson 63	Table Functions Keying Drills <ul style="list-style-type: none">• Warmups 1-4• Timed Writing• Drills 1-4
Lesson 64	Graphics Review Keying and Word Drills <ul style="list-style-type: none">• Warmups 1-4• Drills 1-3
Lesson 65	Graphic Features Keying and Word Drills <ul style="list-style-type: none">• Warmups 1-4• Drills 1-3
Week 3	
Lesson 66	Document Backgrounds Keying and Word Drills <ul style="list-style-type: none">• Warmups 1-4• Practice Keying• Drills 2-6

Lesson 67	Documents with Columns and Graphics Keying and Word Drills <ul style="list-style-type: none"> • Warmups 1-4 • Timed Writing • Drills 1 and 2
Lesson 68	Hess Office Park Keying Drills <ul style="list-style-type: none"> • Warmups 1-4 • Timed Writing
Lesson 69	Hess Office Park Project 1 Assessment Modules Lessons 56 – 69 <ul style="list-style-type: none"> • Warmups 1-4 Timed Writings from within Lessons 61 – 69 <ul style="list-style-type: none"> • Timed Writing 61b • Timed Writing 63b • Timed Writing 67b • Timed Writing 68b
Lesson 70	Review Reports Keying and Word Drills <ul style="list-style-type: none"> • Warmups 1-4 • Timed Writing • Drills 1 and 2

Week 4

Module 12: Reports

Lesson 70	Review Reports Keying and Word Drills <ul style="list-style-type: none"> • Warmups 1-4 • Timed Writing • Drills 1 and 2
Lesson 71	Report with Section Breaks Keying and Word Drills <ul style="list-style-type: none"> • Warmups 1-4 • Drills 1-3
Lesson 72	Report with Preliminary Pages Keying and Word Drills <ul style="list-style-type: none"> • Warmups 1-4 • Drills 1-4
Lesson 73	Report Features Keying and Word Drills <ul style="list-style-type: none"> • Warmups 1-4 • Drill 1
Lesson 74	Productivity Tools for Reports Keying and Word Drills <ul style="list-style-type: none"> • Warmups 1-4 • Practice Keying • Drill 1
Lesson 75	Hess Office Park Keying Drills and Project <ul style="list-style-type: none"> • Warmups 1-4 • Timed Writing • SAM Project 75-d1 Timed Writings from within Lessons 70 – 75 <ul style="list-style-type: none"> • Timed Writing 70b • Timed Writing 75b

Week 5

Module 13: Mail Merge

Lesson 76	Mail Merge Keying and Word Drills <ul style="list-style-type: none"> • Warmup 1-4 • Timed Writing • Drill 1
Lesson 77	Edit the Data Source Keying and Word Drills <ul style="list-style-type: none"> • Warmups 1-4 • Practicing Keying

- Drill 1

Lesson 78 Merge with Envelopes and Labels Keying and Word Drills

- Warmups 1-4
- Drills 1 and 2

Lesson 79 Hess Office Park Keying Drills

- Warmups 1-4
- Timed Writing

Lesson 80 Assessment Lessons 70 – 80

- Warmups 1-4

Timed Writings from within Lessons 76 - 80

- Timed Writing 76b
- Timed Writing 79b

Week 6

Module 14: Hess Pet Center 1

Lesson 81 Hess Pet Center I Keying Drills

- Warmups 1-4
- Timed Writing

Lesson 82 Hess Pet Center I Project 1-3

Lesson 83 Timed Writings from within Lessons 81 – 83

- Timed Writing 81b

Module 15: Meeting, Travel, and News Documents

Lesson 84 Agenda with Comments Keying and Word Drills

- Warmups 1-4
- Timed Writing
- Drill 1

Lesson 85 Minutes with Track Changes Keying and Word Drills

- Warmups 1-4
- Drill 1 and 3

Lesson 86 Itinerary Keying and Word Drills

- Warmups 1-4
- Practice Keying
- Drill 1

Lesson 87 New Release Keying Drills

- Warmups 1-4

Lesson 88 Hess Office Park Keying Drills

- Warmups 1-4
- Timed Writing

Hess Office Park Project 1

Timed Writings from within Lessons 84 – 88

- Timed Writing 84b
- Timed Writing 88b

Week 7

Module 16: Employment

Lesson 89 Job Search Strategies Keying Drills

- Warmups 1-4
- Timed Writing

Lesson 90 Resumes Keying Drills

- Warmups 1-4
- Timed Writing

Lesson 91 Social Media and Employment Letters

- Warmups 1-4

- Lesson 92 Hess Office Park Keying Drills
- Warmups 1-4
 - Timed Writing
- Lesson 93 Hess Office Park Project 1 and 2
Assessment Lessons 84 – 93
- Warmups 1-4
 - Timed Writing
- Timed Writings from within Lessons 89 – 93
- Timed Writing 89b
 - Timed Writing 92b
 - Timed Writing 93b

Week 8

Module 17: Health and Medical Documents

- Lesson 94 Medical Correspondence Keying Drills
- Warmups 1-4
 - Timed Writing
- Lesson 95 Health Promotions Documents Keying Drills
- Warmups 1-4
- Lesson 96 SOAP Notes and Medical Forms Keying and Word Drills
- Warmups 1-4
 - Drill 1
- Lesson 97 Preparing Medical Reports Keying Drills
- Warmups 1-4
- Lesson 98 Hess Office Park Keying Drills
- Warmups 1-4
 - Timed Writing
- Timed Writings from within Lessons 94 – 98
- Timed Writing 94b
 - Timed Writing 98b

Week 9

Module 18: Legal Documents

- Lesson 99 Corporate Legal Documents Keying and Word Drills
- Warmups 1-4
 - Timed Writing
 - Drill 1
- Lesson 100 Legal Pleadings Keying and Word Drills
- Warmups 1-4
 - Drill 1
- Lesson 101 Preparing Legal Documents Keying and Word Drills
- Warmups 1-4
 - Drill 1
- Lesson 102 Preparing Lease Agreements Keying Drills
- Warmups 1-4
- Lesson 103 Hess Office Park Keying Drills
- Warmups 1-4
 - Timed Writing
- Lesson 104 Hess Office Park Project 2
Assessment Lessons 94 – 104
- Warmups 1-4
- Timed Writings from within Lessons 99 – 104
- Timed Writing 99b
 - Timed Writing 103b

Week 10

Module 19: Hess Pet Center

- Lesson 105 Hess Pet Center II Keying Drills
- Warmups 1-4
 - Timed Writing
- Lesson 106 Hess Pet Center II Project 1
- Lesson 107 Hess Pet Center II Project 2
- Timed Writings from within Lessons 105 – 107
- Timed Writing 105b

Week 11

Module 20: Real-Time Co-Authoring (Textbook Keying)

- Lesson 108 Real-Time Co-Authoring 1
- Review Commands
 - Module 108-d1
- Lesson 109 Real-Time Co-Authoring II
- Report 109-d1
 - Business Plan 109-d2
- Lesson 110 Hess Office Park
- Profile of Services 110-d1
 - Compose Memo 110-d3

Week 12

Final Exam