



Business Technology

POFT 2301 – INTERMEDIATE KEYBOARDING

CRN 60118 – Spring 2018

February 12 – May 13, 2018

Intermediate Level Course

Instructor contact Information and Preferred Method of Contact	Lisa A. Eason lisa.eason@hccs.edu 713-718-7808 Canvas Inbox (preferred method of contact) Students can expect a response from me within 24 hours.
Office Location and Hours	Office hours are available upon request. Office location and hours <i>Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.</i>
Special Dates	Final Exam: Opens week of May 7 and closes on Thursday, May 10 th Last Day for Administrative & Student Withdrawals: Tuesday, April 3 rd See HCC's website at http://www.hccs.edu/student-experience/events-calendar/academic-calendar/ .
Course Location/Times	Online
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3.0 Lecture Hours Weekly: 2.0 Lab Hours Weekly: 3.0
Total Course Contact Hours	80.00
Course Length (number of weeks)	12
Type of Instruction	Online

Course Description (WECM)	This course is a continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.
Course Description (HCC)	This course will document formatting, speed, and accuracy. Emphasis will be on proofreading, editing, following instructions, and keying documents from various copies.
Course Prerequisite(s)	POFT 1329 Beginning Keyboarding or 30 wpm or 3 years of document keyboarding.
Program Learning Outcomes	<ol style="list-style-type: none"> 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 (SLOs): 4 to 7	<p>The student will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate proficient keyboarding techniques. 2. Apply mailability standards to business documents using word processing software. 3. Demonstrate effective use of Microsoft Office while formatting business documents.
Learning Objectives	<p>Students will:</p> <ol style="list-style-type: none"> 1.1 Improve keying speed and accuracy 1.2 Build keying speed and accuracy 1.3 Build keyboarding skills 2.1 Format memo and use templates 2.2 Format block and modified block business letters with special features 2.3 Format two-page memos and letters 2.4 Create envelopes with special notations 2.5 Create and format tables 2.6 Change table structure 2.7 Use table functions 2.8 Insert and format graphics, pictures, and online videos 2.9 Use WordArt and smartArt 2.10 Create documents with columns and graphics 2.11 Format two-page reports with cover pages 2.12 Insert page numbers in report with preliminary pages 2.13 Insert multilevel list 2.14 Create and modify table of contents 2.15 Create and modify table of figures 2.16 Use navigation tools 2.17 Merge form letters 2.18 Merge envelopes and labels 2.19 Edit the data source 2.20 Sort and filter records 2.21 Design and format meeting, travel, and news documents 2.22 Key and format medical correspondence 2.23 Key and format medical newsletters and brochures

- 2.24 Key and format SOAP notes
- 2.25 Key and format medical forms
- 2.26 Key and format medical report
- 2.27 Use templates to create legal documents
- 2.28 Create a variety of documents
- 3.1 Apply keying, formatting, and word processing skills
- 3.2 View, insert, respond, mark done, and delete comments
- 3.3 Track changes, show markup, review changes, and accept or reject changes
- 3.4 Develop a plan for a successful employment search
- 3.5 Prepare traditional and specialized resumes
- 3.6 Compose and format employment documents
- 3.7 Format legal documents
- 3.8 Format legal business documents
- 3.9 Format personal legal documents
- 3.10 Share documents on OneDrive
- 3.11 Editing documents using real-time co-authoring

Course Calendar See table at the end of syllabus.

Instructional Methods POFT 2301 is a required course for certain Business Technology certificates 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 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 **ALL ASSIGNMENTS WILL BE DONE IN SAM.CENGAGE**
ALL QUIZZES AND EXAMS WILL BE DONE IN CANVAS

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that you will need to remember for mastery skills related to this course.

Module Exercises

This course consists of 11 modules. Each module consists of several typing exercises. The total number of exercises per each module will be averaged to calculate your module grade.

Module Exercises makes up 20% of your grade.

Timed Writings

The timed writing exercises are designed to test your typing speed, accuracy, and formation of general office documents covered in each module. There will be 15-20 timed writing exercises throughout the course.

Timed Writings makes up 20% of your grade.

Module Tests

There will be at least 5 module test given after the completion of each module.

Module Tests makes up 25% of your grade.

Assessments

There are 4 assessment exercises. These assessments are designed to assess your knowledge of the materials you have reviewed and learned for each module.

Assessments makes up 10% of your grade.

Final Exam

The Final Exam will consist of two parts. Part One will consist of timed writing exercises and the other will consist of an activity assigned by the instructor.

Final Exam makes up 20% of your grade.

Student Assessment(s)	Timed Writings	20%
	Module Exercises	20%
	Assessments	15%
	Module Tests	25%
	Final Exam	20%

Instructor's Requirements

As an Instructor, it is my responsibility to:

1. Provide the grading scale and detailed grading formula explaining how student grades are to be derived
2. Facilitate an effective learning environment through class activities, discussions, and lectures
3. Provide descriptive instructions and rubrics for any special projects or assignments
4. Inform students of policies such as attendance, withdrawal, tardiness and make up
5. Provide the course outline and class calendar which will include a description of any special projects or assignments
6. Arrange to meet with individual students before and after class as required

I want my students to be successful. It is my responsibility to provide you with the best knowledge of advanced computer software utilization and strategies. Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

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

1. Attend class and participate in class activities
2. Read and comprehend the textbook
3. Complete the required assignments and exams on time:
4. Ask for help when there is a question or problem
5. 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, and job search and soft- skills training. Orientations and registration are available at all College Campuses.

<http://www.hccs.edu/district/students/career-planning/>

International Students

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

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:

- a. Copying from another students' test paper;
- b. Using materials not authorized by the person giving the test;
- c. Collaborating with another student during a test without authorization;
- d. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- e. 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.

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.

HCC Grading Scale:

The HCC grading scale is:

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.

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

Incompletes

The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation.

Instructor Grading Criteria

Your instructor will conduct exercises, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for

each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

**Assessment grades will be posted no later than a week after the due date.

Timed Writings	20% of your final grade
Module Exercises	20% of your final grade
Assessments	5% of your final grade
Discussion Questions	10% of your final grade
Module Tests	25% of your final grade
Final Exam	20% of your final grade
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TOTAL	100%

Late Assignments

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus.

Make-Up Test Policy

Students are expected to adhere to the weekly schedule of assignments and tests printed in the syllabus. Arrangements must be made to take a make-up test at a date and time convenient for both student and instructor.

Instructional Materials

Advanced Word Processing, + Keyboarding Pro Deluxe Online Lessons 56-110 Printed Access Card; 20th ed., South-Western/Cengage Publishing, 2016; ISBN 13: 978-1-337-10326-8

USB flash drive to archive assignments and tests.

HCC Policy Statement:

ADA, Academic Honesty, Student attendance, 3-peater, Withdrawal Deadline

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/students/student-handbook/>

HCC Policy Statement:

Accommodations due to a Qualified Disability

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

HCC Policy Statement:

Basic Needs

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.

HCC Policy Statement:

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/>

HCC Policy Statement:
Sexual Misconduct

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
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

HCC Online and/or Continuing Education Policies

Access HCC Online Policies on their Web site:

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook, click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the 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. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

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.

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 my supervisor, Ms. Willie Caldwell, Faculty Division Chair, at 713-718-7807 or Room N109 Scarcella Building, Stafford Campus.

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

College Keyboarding 20e
Advanced Word Processing, Word 2016, Lessons 56-110
Syllabus Detailed--12 Weeks

Week	Lessons	Teaching/Learning/Evaluation Content
Pre-assessment		Keyboarding Assessment/Placement
<u>February 12</u> - <u>April 1</u>	56-58	Level 3: Lessons 56-83 <i>Module 10: Advanced Business Correspondence (Lessons 56-60)</i> 56 Memos and Productivity Tools 57 Letter Review 58 Special Letter Parts
<u>February 12</u> - <u>April 1</u>	59-61	59 Multiple-Page Documents 60 Hess Office Park Timed Writing (56b, 58b, and 60b) Module 10 Test <i>Module 11: Documents with Tables and Graphics (Lessons 61-69)</i> 61 Table Tools
<u>February 12</u> - <u>April 1</u>	62-66	62 Table Commands 63 Table Functions 64 Graphics Review 65 Graphic Features 66 Document Backgrounds
<u>February 12</u> - <u>April 1</u>	67-69	67 Documents with Columns and Graphics 68 Hess Office Park Timed Writing (61b, 63b, 67b, and 68b) Module 11 Test 69 Assessment Modules 10 and 11
<u>February 12</u> - <u>April 1</u>	70-72	<i>Module 12: Reports (Lessons 70-75)</i> 70 Review Reports 71 Report with Section Breaks 72 Report with Preliminary Pages
<u>February 12</u> - <u>April 1</u>	73-75	73 Report Features 74 Productivity Tools for Reports 75 Hess Office Park Timed Writing (70b and 75b) Module 12 Test
<u>February 12</u> - <u>April 1</u>	76-78	<i>Module 13: Mail Merge (Lessons 76-80)</i> 76 Mail Merge 77 Edit the Data Source 78 Merge with Envelopes and Labels
<u>February 12</u> - <u>April 1</u>	79-80	79 Hess Office Park Timed Writing (76b and 79b) Module 13 Test 80 Assessment Modules 12 and 13

Week	Lessons	Teaching/Learning/Evaluation Content
February 12 - April 1	81-83	<i>Module 14: Hess Pet Center I (L81-83)</i> Mid-Semester Assessment (Keying Drills & Project) Timed Writing (81b)
February 12 - May 10	84-86	Level 4: Lessons 84-110 <i>Module 15: Meeting, Travel, and News Documents (Lessons 84-88)</i> 84 Agenda with Comments 85 Minutes with Track Changes 86 Itinerary
February 12 - May 10	87-88	87 News Release 88 Hess Office Park (Project, pg 4-21) Timed Writing (84b and 88b) Module 15 Test
February 12 - May 10	89-93	<i>Module 16: Employment Documents (Lessons 89-93)</i> 89 Job Search Strategies 90 Resumes 91 Social Media and Employment Letters 92 Hess Office Park (project, pg 4-44) Timed Writing (89b, 92b and 93b) Module 16 Test 93 Assessment Modules 15 and 16
February 12 - May 10	94-96	<i>Module 17: Health and Medical Documents (Lessons 94-98)</i> 94 Medical Correspondence 95 Health Promotions Documents 96 SOAP Notes and Medical Forms
February 12 - May 10	97-98	97 Preparing Medical Reports 98 Hess Office Park (Project, pg 4-70) Timed Writing (94b and 98b) Module 17 Test
February 12 - May 10	99-102	<i>Module 18: Legal Documents (Lessons 99-104)</i> 99 Corporate Legal Documents 100 Legal Pleadings 101 Preparing Legal Documents 102 Preparing Lease Agreements
February 12 - May 10	103-104	103 Hess Office Park (Project, pg 4-92) Timed Writing (99b and 103b) Module 18 Test 104 Assessment Modules 17 and 18
February 12 - May 10	105-107	Module 19: Hess Pet Center II (Lessons 105-107) Skill Building 5 Module 20 Web Apps (Lessons 108-110) 108 Working with Files on SkyDrive 109 Co-authoring

Week	Lessons	Teaching/Learning/Evaluation Content
		110 Hess Office Park (Project Quick Review Timed Writing 34-54 (Only do numbers 34, 38, 42, 49, and 54
<u>February 12 - May 10</u>		Final Exam