

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>

**Business Center of Excellence**

**Business Technology Department**

<https://www.hccs.edu/programs/areas-of-study/business/business-technology/>

POFT 1329 Beginning Keyboarding | Lecture/Lab| CRN#

Semester | **8** Weeks |(07-07-2021 –08-01-2021)

Online

3 Credit Hours | **80** hours per semester

### Instructor Contact Information

|  |  |  |
| --- | --- | --- |
| Instructor:Dr. Velva Tyson |  | Office Phone: 713-718-6491 |
| Office:JDB Room 200 |  | Office Hours: |
| HCC Email:velva.tyson@hccs.edu |  |  |
| Office Location:Central Campus |  |  |

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

## Instructor’s Preferred Method of Contact

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings. Please email through canvas.

### What’s Exciting About This Course

You will learn so much about MS Office Suites. You will also have the opportunity to get your MOS Certification during this semester or next semester.

### My Personal Welcome

Welcome to **Beginning Keyboarding**—I’m delighted that you have chosen this course. One of my passions is to know as much as I can about \_Computer Applications, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by email. The best way to really discuss issues is in person via webex or by phone and I’m available during posted office hours or by appointment. My goal is for you to walk out of the course with a better understanding of MS Office Suites. So please visit me or contact me by email whenever you have a question.

### Important Dates to Note

Withdrawal date TBA

Day of Record TBA

Final Exam TBA

### Prerequisites

**POFT 1329 r**equires college-level reading and writing skills. Please carefully read and consider the repeater policy in the [HCCS Student Handbook.](http://www.hccs.edu/resources-for/current-students/student-handbook/)

### Canvas Learning Management System

This section of **POFT 1329** will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) (<https://eagleonline.hccs.edu>) for class assignments, exams, and other activities. Students are expected to use Canvas to locate all assignments, Quizzes, and Exams

HCCS Open Lab locations may be used to access the Internet and Canvas. It is recommended that you **USE** [**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/) **OR** [**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **AS YOUR INTERNET BROWSER**.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

## Scoring Rubrics, Sample Assignments, etc.

Assignments 50%

Quizzes and Exams 50%

Total 100%

# Instructional Materials

### Textbook Information

|  |  |
| --- | --- |
|  | Do not purchase a book or access code for this course. You have already paid for your course materials through the registration process. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials. Your course materials for this class will be accessed digitally through Eagle Online Canvas site. NO other purchase is necessary. For students who wish to have a printed copy of the text an optional print copy is available for purchase at the Houston Community College Bookstore at Central Campus.  **“Keyboarding and Word Processing Essentials, 1-55”**, 20th edition |

## Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

## Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

**POFT 1329** develops skills in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is on development of acceptable speed and accuracy levels and formatting basic documents.

### Secretary’s Commission on Achieving Necessary Skills (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 **Beginning Keyboarding** 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.

### Program Student Learning Outcomes (PSLOs)

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 (CSLOs)

Upon completion of **POFT 1329**, the student will be able to:

1. Demonstrate keyboarding techniques.

2. Apply proofreading and editing skills.

3. Create basic business documents.

1. Demonstrate the use of Microsoft Word features.

### Learning Objectives

1.1 Key the alphabetic keys, numeric keys and symbols by touch and proper techniques.

1.2 Build speed on straight-copy text.

1.3 Build keyboard speed and accuracy.

1.4 Apply keying, formatting, and word processing skills.

2.1 Revise text marked with proofreaders’ marks (rough draft) and the BACKSPACE key.

2.2 Navigate, review, and edit documents.

3.1 Compose simple documents.

3.2 Gain an understanding and appreciation of working in a real-world work setting.

4.1 Learn and apply Word 2016 commands.

4.2 Create, save, and print documents.

4.3 Apply text, paragraph, and page formats.

4.4 Format a memo.

4.5 Create, format a table and apply table design. .

4.6 Integrate tables in letters and memorandums.

4.7 Apply document themes and styles to headings of a report

4.8 Create documents with pictures, clip art, SmartArt, WordArt, borders, columns and graphics.

4.9 Work independently with few instructions.

# Student Success

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today’s dynamic work environment. Students in **Beginning Keyboarding** must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities related to **Beginning Keyboarding**.

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Successful completion of this course requires a combination of the following:

* Reading the textbook
* Attending class in person and/or online
* Completing assignments
* Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

### Instructor and Student Responsibilities

As your 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 learner-centered instructional techniques
* Provide a description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

* Attend class in person and/or online
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the textbook
* Complete the required assignments and exams
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Attain a raw score of at least 50% on the departmental final exam
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

### Written Assignment

**N/A**

### Exams

### All exam will be given online. Students can locate exams, quizzes, and assignments in the module section of Canvas

### In-Class Activities

### The Meet and Greet in the Discussion of Canvas is a class activity as well as a class presentations.

### Final Exam

.Final exams will be located in canvas (module section). Students will be notified by email with the final exam is due.

### Grading Formula

**HCCS Grading System**

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

|  |  |
| --- | --- |
| **Grade** | **Points** |
| A | 100- 90 |
| B | 89 – 80 |
| C | 79 – 70 |
| D | 69 – 60 |
| F | 59 and below |
| FX | Failure due to non-attendance |
| W | Withdrawn |
| I | Incomplete |

### Incomplete Policy:

**<< Modify Section & Delete Placeholder Text >>** In order to receive a grade of Incomplete (“I”), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

**GRADING CRITERIA**

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

|  |  |
| --- | --- |
| Assignments/Discussions | 50% |
|  |  |
|  |  |
|  |  |
| Exams and Quizes | 50% |
| TOTAL | 100% |

## HCC Grading Scale can be found on this site under Academic Information:

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Course Calendar

|  |  |  |
| --- | --- | --- |
| **Week** | **Dates** | **Topic/What’s due** |
| 1 |  | MS Word Chapter1 Project 1A and 1B |
| 2 |  | MS Word Chapter 2 and Chapter 3 Projects A and B in both chapters |
| 3 |  | MS Excel Chapter 1 and 2 Projects A and B in both chapters |
| 4 |  | MS Excel Chapter 3 Projects A and B |
| 5 |  | MS PowerPoint Chapters 1 and 2 Projects A and B in both chapters |
| 6 |  | MS PowerPoint Chapters 3 Projects A and B |
| 7 |  | MS Access Chapter 1 Projects A and B |
| 8 |  | Final Exam |

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Practices and Procedures

## Missed Assignments

In this class there are no makeup assignments or extra credit. Students will receive a “0” for all missed grades (this will lower your grade average in this class).

## Academic Integrity

See the link below for details.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

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

## Attendance Procedures

## Student are expected to logon to Canvas a minimum of twice weekly. Students are responsible to withdraw from the class themselves to discontinue attendance.

## Student ConductStudents are expected to conduct themselves in a professional manner at all times.

**Instructor’s Course-Specific Information** ()

**Students will use publisher’s resources (MY IT Lab) to submit projects and quizzes.**

**Electronic Devices**

**All devices may be used to complete assigned work and communication.**.

# Business Technology Program Information

<https://www.hccs.edu/programs/areas-of-study/business/business-technology/>

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* disAbility Support Services
* Electronic Devices
* Equal Educational Opportunity
* Financial Aid TV (FATV)
* General Student Complaints
* Grade of FX
* Incomplete Grades
* International Student Services
* Health Awareness
* Libraries/Bookstore
* Police Services & Campus Safety
* Student Life at HCC
* Student Rights and Responsibilities
* Student Services
* Testing
* Transfer Planning
* Veteran Services

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

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

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, 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/support-services/disability-services/>

## Title IX

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](mailto:Institutional.Equity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

# Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

# Department Chair Contact Information

Willie Caldwell, Department Chair, willie.caldwell@hccs.edu, (713) 718 -7808