Course Syllabus

Department   : OFST

Course Title   : Beginning Keyboarding

Section Name   : POFT 1429

Start Date   : 1/18/2011

End Date   : 5/9/2011

Modality   : ONLINE

Credits   : 4

Instructor Information

Name   : Nancy Stewart

OC Email   : nstewart@odessa.edu

OC Phone #   : 432-335-6486

Office Hours

M 9-10, 11:30-1

T   9-9:30, 11-1

W 9-10, 11:30-1

TH 9-9:30, 11-1

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

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

Prerequisites/Corequisites

None

Scans

(1,2,3,4,6,8,9)

Course Objectives

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1. *Create documents following directions in manuals. (4)

2. *Demonstrate use of correct language art skills, grammar, and punctuation. (2)

3. Format/Transcribe documents. (6)

4. *Proofread documents. (2)

5. *Identify written information in instructions. (1,6,9)

6. *Use computer to process information. (6)

7. *Demonstrate ability to boot and exit a program on a computer. (1,6,9)

8. Complete centering problems, level 1. (3,6,9)

9. Key and forma tables, level 1. (1,6,9)

10. Key and format manuscripts, reports, and employment documents, level 1. (1,6,8,9)

11. Key and format memos and letters, level 1. (1,6,8,9)

12. Produce documents in mailable form within a specified time frame. (1,6,8,9)

13. *Demonstrate ability to keyboard a minimum of 35 wpm on a 5-minute timing with 5 or fewer errors. (6)

14. Attain an average grade of 80 percent on completion of the Cortez Peters program. (6)

15. Manage time and stay on schedule. (4)

16. Use and store materials. (4)

17. *Organize and maintain information. (6)

*INDICATES INTEGRATED, CORECURRICULUM SKILLS

(Math,Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

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a) *required* readings/materials:

GreggCollege Keyboarding and Document Processing for Windows, 11[th]Edition, Glencoe/McGraw-Hill HOME VERSION

Course Requirements (Lectures, Assignments and Assessments)

DATES	ASSIGNMENT	DESCRIPTION
1/18-2/4	Unit 1 and 2 Lessons 1-10	Learning the keyboard.
2/4-2/25	Unit 3 and 4 Lessons 11-20	Learning the keyboard
2/25-3/11	Unit 5 and 6 Lessons 21-30	Introduction to Word Documents Business Correspondence
3/11-4/1	Unit 7 and 8 Lessons 31-40 Test	Report keyboarding
4/1-4/15	Unit 9 and 10 Lessons 41-50	Tables
4/15-4/29	Unit 11 and 12 Lessons 51-60	Employment Documents
5/9	FinalExam	

Grading Policy

Homework 40%

Tests 30%

Timed Writings 30%

Timings are graded as follows:

35-40wpm A

30-34wpm B

25-29wpm C

21-24wpm D

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE-UP TESTS GIVEN.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

DISCLAIMER: Each student is responsible for checking the syllabus frequently as it will be updated as often as needed.