Course Syllabus

Department	: OFST
Course Title	: Intermediate Keyboarding
Section Name	: POFT 2401
Start Date	: 08/27/2012
End Date	: 12/14/2012
Modality	: WB
Credits	: 4

Instructor Information

Name	: Nancy Stewart
OC Email	: nstewart@odessa.edu
OC Phone #	: 432-335-6486

Office Hours :

M   10-2
T   11-12:30
W   10-2
TH   9-9:30

Friday By appointment only

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

A continuation of keyboarding skills in documentformatting, speed, and accuracy. Emphasis on proofreading, editing, andfollowing instructions, and keying documents form various copy.

Prerequisites/Corequisites POFT 1429

ICOs

(1,2,3,5)

Course Objectives

1. Create documents following directions in manuals

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

3. Format/Transcribe documents

4. *Proofread documents

5. Set personal goals and monitor progress

6. Keyboard materials in lessons 61-120 in mailable form

7. Complete centering problems

8. *Keyboard and format business letters in mailable form

9. *Keyboard a manuscript with footnotes in mailable form .

10. Demonstrate skill in keyboarding billing and payroll forms, tables, agenda, itinerary, minutes, bank and legal forms in mailable form

11. Complete in-basket exercises in mailable form.

12. Complete skill refinement exercises in mailable form

13. Achieve minimum performance of 70%, and a maximum performance of 90% on a theory and letter placement test, level 2

14. *Manage time and stay on schedule

15. *Use and store materials

16. *Organize and maintain information.

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS

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

Required Readings/Materials

required readings/materials:

GreggCollege Keyboarding and Document Processing for Windows 11th Edition,Kit-2: Business Productions Course, Glencoe/McGraw-Hill, Ober, Johnson, Rice, Poland, Rossetti, 1997 HOME VERSION

Course Requirements (Lectures, Assignments and Assessments)

DATES	ASSIGNMENT	DESCRIPTION
8/27-9/14	Unit 13 and 14 Lessons 61-70	Correspondence, Reports, Tables, and Timed Writings
9/14-9/28	Unit 15 and 16 Lessons 71-80 Test 4	Minutes, Agendas, Magazine articles, Multipage tables, Timed Writings
9/28-10/12	Unit 18, 19 Lessons 86-95	Formal Reports, Medical Documents, Timed Writings
10/12-11/2	Unit 20 96-100 Test 5 Unit 22 106-110	Forms, correspondence, Reports, Timed Writings
11/2-11/16	Unit 23 and 24 Lessons111-120	Merging, Timed Writings
12/5	Final Exam Test 6	

Grading Policy

40% Homework

30% Timed Writings

30% Tests

Grading Scale for Timed Writings is as follows:

45-50wpm A

40-44wpm B

35-39wpm C

30-34wpm D

DEPARTMENTAL POLICY:
NO LATE WORK ACCEPTED OR MAKE-UP TESTS GIVEN.

ATTENDANCE POLICY:

Class attendance and preparation are essential in order to gain a full understanding of this course. Student attendance at EVERY class is expected. More than (5) absences will jeopardize your grade. Your final grade average will drop one point for every absence over five

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 abd 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 changes will be made as needed.

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
   - provided my contact information at the beginning of the syllabus;
   - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
   - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
   - provide clear information about grading policies and assignment requirements in the course syllabus, and
   - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
   - post grades for discussion postings within one week of the discussion thread closing.
   - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
   - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
   - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
   - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
   - getting "kicked off" of the system during tests or quizzes;
   - having trouble submitting assignments; and
   - dealing with a traumatic personal event.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
   - seek out help from my instructor and/or from tutors;
   - ask questions if I don't understand; and,
   - access my course several times during the week to keep up with assignments and announcements.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
   - provided my contact information at the beginning of the syllabus;
   - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
   - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
   - provide clear information about grading policies and assignment requirements in the course syllabus, and
   - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
   - return classroom activities and homework within one week of the due date and
   - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
   - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;

- recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
    - missing class when a major test is planned or a major assignment is due;
    - having trouble submitting assignments;
    - dealing with a traumatic personal event; and,
    - having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
    - seek out help from my instructor and/or from tutors;
    - ask questions if I don't understand; and,
    - attend class regularly to keep up with assignments and announcements.