

Course Syllabus

Department : Office Systems
Course Title : Intermediate Keyboarding
Section Name : POFT_2401
Start Date : 06/04/2012
End Date : 07/05/2012
Modality : ONLINE
Credits : 4

Instructor Information

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Course Description

A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. (Scans 1, 2, 3, 4, 6, 8, 9, 10) Prerequisite: POFT 1429

Course Objectives

Learning Outcomes:

After completing this course, the student should be able to:

Develop and understanding of written information and instructions in documents.

Develop the ability to produce various kinds of mailable business correspondence, tabulations, reports, and forms from unarranged and draft copy.

Develop competent production-typing copy.

Perform competently and effectively in a realistic business situation.

Demonstrate office productivity by displaying rules, using a simplified format for return addresses, memos, proofreading skills, spelling skills, and language arts skills.

Develop knowledge of word processing concepts.

Demonstrate ability to produce straight copy, rough drafts, and handwritten copy.

Set personal goals and monitor progress.

Use computers to process information.

Course Competencies:

After completing this course, the student should be able to:

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

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

Format/Transcribe documents, level 2. (6)

*Proofread document, level 2. (2)

Set personal goals and monitor progress, level 2.(10)

Keyboard materials in lessons 61-120 in mailable form. (3,6,9)

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

*Keyboard and format business letters in mailable form, level 2.(1,6,9)

*Keyboard a manuscript with footnotes in mailable form, level 2. (1,6,9)

Demonstrate skill in keyboarding billing and payroll forms, table, agenda, itinerary, minutes, bank and legal forms in mailable form, level 2. (1,6,8,9)

Complete in-basket exercises in mailable form, level 2. (1,2,6,8,9)

Complete skill refinement exercises in mailable form, level 2. (1,2,6,8,9)

Achieve minimum performance of 70%, and a maximum performance of 90% on a theory and letter placement test, level 2. (6)

*Manage time and stay on schedule. (4)

*Use and store materials. (4)

*Organize and maintain information. (6)

*Indicates Integrated, core curriculum skills.

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

Academics Ethics:

You are expected to complete and print your own assignments and take tests on your own. ALL WORK IS EXPECTED TO BE YOUR OWN. If unethical behavior is detected, all parties involved will be denied points for the project or exam and disciplinary action could result.

Student Assistance:

Reference manuals are available in student packet. The Learning Resource Center on the main campus has tutoring in computer labs.

Assignments

Plan to do 2-3 lessons each day to stay on schedule. Each lesson takes at least an hour to complete depending on your keyboarding skill level.

Beginning EVERY lesson, READ the entire lesson, complete the warm up, skill building exercises, all 5 minute timings, and just what is listed below for the individual lessons. You won't be doing all of the exercises due to time constraints.

<p>Unit 13—For each lesson complete all drills A through ? and what is listed below. Lesson 61—61-56 Lesson 62—Correspondence 62-60 Lesson 63—Correspondence 63-34 Lesson 64—Table 64-23, 64-24 Lesson 65—65-37</p> <p>Unit 14 Lesson 66—66-64 Lesson 67—67-67 Lesson 68—68-70, 68-71 Lesson 69—69-73 Lesson 70—70-38</p>	<p>ALL DUE June 11</p>
<p>Unit 15 Lesson 71—71-41 Lesson 72—72-45, 72-46 Lesson 73—73-49 Lesson 74—74-51 Lesson 75—OMIT</p> <p>Unit 16 Lesson 76—Table 76-28 Lesson 77—Table 77-29 Lesson 78—Table 78-34 Lesson 79—79-35 Lesson 80—Table 80-38</p> <p>TEST 4 (this is your first test)</p>	<p>ALL DUE June 16</p>

<p>Unit 17--OMIT</p> <p>Unit 18 Lesson 86—86-60 Lesson 87—87-61 Lesson 88—88-62 Lesson 89—89-46, 89-63 Lesson 90—90-65, 90-66</p> <p>Unit 19—Read Situation Lesson 91—91-47 Lesson 92—92-67 Lesson 93—93-87 Lesson 94—94-49 Lesson 95—95-51, 95-89</p>	<p>Due June 21</p>
<p>Unit 20 Lesson 96—96-70 Lesson 97—97-71 Lesson 98—98-72 Lesson 99—99-73 Lesson 100—100-74</p> <p>TEST 5-----</p> <p>Unit 21 Lesson 101—101-1 Lesson 102—102-4 Lesson 103—103-8 Lesson 104—104-10 Lesson 105—105-13</p>	<p>-----TAKE TEST BY June 25-----</p> <p>Units 20 & 21 DUE June 30</p>
<p>Unit 22 Lesson 106—106-78 Lesson 107—107-81 Lesson 108—108-84 Lesson 109—109-86 Lesson 110—110-88</p> <p>Unit 23 Lesson 111—111-90 Lesson 112—112-95 Lesson 113—113-96 Lesson 114—114-97 Lesson 115—115-98</p> <p>TEST 6</p>	<p>All DUE July 5 You may choose to complete the work ealier.</p>

Required Materials

Textbook: *Gregg College Keyboarding and Document Processing for Windows*, 11e, for Microsoft Word 2007 or 2010, **Kit-2**, McGraw-Hill, Ober, Johnson, Rice, Poland, Rossetti, 2011.

Supplies: computer with internet capability and e-mail, Microsoft Word 2007 or 2010 software, Keyboarding software as noted with textbook

Must have a good/dependable internet connection.

Grading Policy

Grades are posted in Blackboard after I have graded them.

Your grades will be calculated as follows:

40%--Homework(warm-up, skill building, and exercises)

30%--Timed Writings (average grade of best 3)

30%--TESTS

The grading scale for timed writings is as follows:

30-34 nwpm D

35-39 nwpm C

40-44 nwpm B

45 and above nwpm A

Nwpm is calculated by taking your gross words per minute, but subtracting 2 for every mistake. Speed AND Accuracy are equally important.

NO LATE WORK ACCEPTED. NO MAKE-UP EXAMS GIVEN.

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.

You may also get help with Blackboard through the LRC. There are labs available there if you need to use them when the labs are closed in Sedate Hall.

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

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

*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.