

Angelina College
Business Division
POFT 1429.001 Beginning Keyboarding
Tuesday/Thursday 9:30 – 11:15 a.m.
Instructional Syllabus

I. BASIC COURSE INFORMATION

A. 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. **Four lecture hours** per week.

B. Intended Audience: Introductory. This course may be taken either on the freshman or sophomore level

C. Instructor Information: name, office location, office hours, and contact information

Name: Kay Cummings

Office Location: B102D

Office Hours:	M	8:30 – 11:00 a.m. and 1:30 – 3:00 p.m.
	W	8:30 – 11:00 a.m. and 2:30 – 3:30 p.m.
	TR	8:30 – 9:30 a.m. and 1:30 – 3:00 p.m.
	F	8:00 a.m. – 12:00 p.m. (other times by appointment)

Phone: (936) 633-5434

E-mail Address: kcummings@angelina.edu

II. INTENDED STUDENT OUTCOMES:

A. Core Objectives Required for this Course

- 1. Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2. Communication:** to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
- 3. Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusion

B. Course Learning Outcomes for all Sections

1. Demonstrate basic keyboarding techniques using touch-typing.
2. Create basic business documents.
3. Apply proofreading and editing skills using the correct decision as to what format applies to Business Reports versus Academic Reports, Tables, Memorandums and Letters.

III. ASSESSMENT MEASURES OF STUDENT LEARNING OUTCOMES:

A. Assessments for the Core Objectives

- 1. Critical Thinking:** The specific learning activity that will be utilized for the official assessment purposes will be to demonstrate basic keyboarding techniques completing Module 1 Timed Writing; knowing logical placement of finger position and key reaches. The student's performance of this specific learning activity will be assessed through utilization of the AC Critical Thinking Skills value rubric
- 2. Communication Skills:** The specific learning activity that will be utilized for official assessment purposes will be to create a block style business letter with correct formatting to relate efficiently with other businesses The student's performance of this specific learning activity, will be assessed through utilization of the AC Communication value rubric

3. **Empirical and Quantitative Skills:** The specific learning activity that will be utilized for official assessment purposes will be to apply proofreading and editing skills for the document 29-d1. The student's performance of this specific learning activity will be assessed through utilization of the AC Empirical value rubric.

B. Assessments for Core Learning Outcomes

1. Students will demonstrate their ability to use basic keyboarding techniques by using the touch-typing method. Students will demonstrate the logical placement of hands and finger position and reaches aligned with the technique sheet
2. Students will demonstrate their knowledge of the effective development, interpretation, and expression of ideas through written and visual techniques required for properly creating a block style business letter; using the correct formatting techniques that align with other businesses. (Module 4, Letters and Memos)
3. Students will demonstrate their ability to apply proofreading and editing skills to engage effectively through the completion of Module 3 (29-d1) assignment. (Module 3, Word Processing Essentials).

IV. INSTRUCTIONAL PROCEDURES:

A. Methodologies utilized in presenting course content (lectures, audio-visual presentations, discussions, examinations, student presentations, field trips, guest speakers, etc.)

B. Additional Methodologies that may be emphasized by the instructor

1. Computer demonstration: This is the primary teaching method which will be used. SAM, Cengage software and the instructor will demonstrate to the student the correct use of the keyboard and software throughout all phases of learning.
2. Discussion: The instructor will explain new material introduced, such as the keying of letters, and the student will then be allowed to ask any questions he/she may have concerning it.
3. Supervised practice of keying: The students will, after demonstrations and instructions, practice applying the principles involved. This will be done both in class and outside class. In class, the instructor will have the opportunity to point out strengths and weaknesses to the student.

V. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks, Materials, and Equipment –

1. VanHuss, Susie H. (Ph.D.), Connie M. Forde (Ph.D.), Donna L. Woo and Vicki Robertson. *Keyboarding & Word Processing Essentials, Lessons 1-55, Microsoft WORD 2016*. 20th Edition. Mason, Ohio. Cengage Learning, 2017. 20th Edition. Bundled with SAM WORD 2016 360 Keyboarding Software Access Code. If you do not purchase your textbook from the AC Bookstore with the Access Code, go to <https://sam.cengage.com> and type in the ISBN.
2. Memory Stick
Folder
Pen and Paper

B. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)

1. **Academic Assistance** – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Sellestine Hunt Associate Dean of Student Services, Student Center, Room 200. At a post-secondary institution, you must self-identify as a person with a disability; Ms. Hunt will assist you with the necessary information to do so.
2. **Discrimination** – Angelina College admits students without regard for race, color, creed, sex, national origin, age, religion, or disability. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Student Center, Room 101, (936) 633-5292 or by email shudman@angelina.edu.
3. **Veterans** - You must comply with your specific attendance requirements in addition to the attendance requirements specified in this syllabus.

4. **Attendance** –You are expected to attend class regularly. According to Angelina College’s policy, an instructor may drop a student after 3 consecutive or 4 accumulative absences, and if the student wishes to be readmitted, the approval must come from the Dean of Instruction. If you are unable to complete this course, you must **withdraw by April 3, 2017 to receive a grade of ‘W’**.
 5. **Additional Policies Established by the Individual Instructor** – *See attached Additional Policies sheet.*
1. Typing Technique--Evaluates touch typing (not looking at the keyboard) and correct hand and body placement. (10% of total grade)
 2. Timed writings--evaluated using Keyboarding in SAM and grading scale, page 5. (25% of total grade)
 3. Class production--work assigned homework (Instructor grades homework). 25% of total grade.
 4. Major Tests--Five tests at 100 points each (500 points total). (20% of total grade)
 5. Final Exam--Comprehensive Exam worth 100 points. (20% of total grade)
 6. Arriving late and leaving class early constitutes an absence.
 7. No make-up tests. Only one missed test will be replaced with your Final Exam grade. If more than one test is missed it will be recorded as a “0”.
 8. Late Work: This instructor’s policy is to deduct 10 points for each day an assignment is late; see syllabus for assignment due dates. If you are absent on a due date, the assignment is due the following scheduled class day and time. It is your responsibility to contact this instructor for missed assignments.
 9. Professionalism and Proper Behavior: As you are being trained to be a business professional and because professionalism and proper behavior are expected in any business setting, the same behavior will be expected at all times in this business class.
 10. Note Taking: It is the student’s responsibility to attend class and take notes. The instructor does not provide study notes.
 11. Class Materials: It is the student’s responsibility to bring textbooks, paper, pen, memory stick, and other materials for class. The instructor does not lend class materials or books.
 12. Cheating will not be tolerated. The result will be a “0” for each page and each student involved. If there are repeated violations, you will be dropped from this course.
 13. Children are not permitted in class under any circumstances.
 14. Drink, food, and tobacco products are not permitted in the classroom at any time.
 15. Electronic devices, such as cell phones and pagers are not to be used in this classroom. However, for emergencies, you may have these devices set to inaudible **Computer Classrooms:** You are not allowed to access your e-mail. The computers will not be used for any assignment other than for the current scheduled class assignment. Do not place additional icons on the desktop.

VI. **COURSE OUTLINE:** Spring 2017

A. **Description of the Course Activities, including due dates, schedules, and deadlines.**

January	17	Course Introduction—course syllabus
	19	<u>Learning the Keyboard by Touch, Modules 1-2</u> Learn Hand and Body Positions, Home Row, Space Bar, ENTER,
	24	Alphabetic Letters—Lessons 1, 1R and 2
	26	Alphabetic Keys – Lessons 3, and 4
	31	Alphabetic Keys—Lessons 5 and 6
February	2	Lessons 7 and 8
	7	Lesson 9 and 10
	9	Lessons 11, 12, and 13 (Review all alphabetic keys)
	14	Lessons 14, 15 and 16 (learning numbers)
	16	Lesson 17, 18 and 19(Learning numbers)
	21	Lessons 20, 21, and 22 (Learning more numbers)
	23	Lessons 23 and 24 (Learning symbols, backspace and proofreaders marks)
	28	TEST 1, Modules 1 and 2 (Lessons 1-25) Building Speed and Accuracy (discussion)
March	2	<u>Word 2016 Essentials—Module 3</u> (Learning WORD 2013)
	7	Module 3 Continued
	10-17	Spring Break
	21	Module 3 Due Date
	23	<u>Memos and Letters—Module 4</u>
	28	Continue with Module 4
	30	Due Date Module 4 Assignments
April	4	Test 2 and 3, Modules 3 and 4 (Lessons 26-37)
	6	**Due Date for Lessons 1-24 in SAM**
	6	<u>Tables—Modules 5</u>
	11	Due Date Module 5
	13	Test 4, Module 5 (Lessons 38-41)
	18	<u>Reports—Module 6</u>
	20	Continue working in Module 6
	25	Due Date Module 6 Assignments
	27	Test 5, Module 6 (Lessons 43-47)
May	1	Final Exam Review
	4*	8:00 a.m. – 10:00 a.m. **Comprehensive Final Exam**

****THIS COURSE OUTLINE IS SUBJECT TO MODIFICATION AT THE DISCRETION OF THE INSTRUCTOR.**

VII. EVALUATION AND GRADING:

A. Grading Criteria

POFT 1429—BEGINNING KEYBOARDING

Timed Writing Grading Scale

Grading Scale for Timed Writings							
Print Best Timings for Grade							
Module	Lesson	Type	Basis	Grading Scale			
				A	B	C	D
3	31b Page 2-35	3'	gwam	30+	26-29	21-25	17-20
			errors	0-3	4-6	7-11	12+
4	34b Page 2-50	3'	gwam	32+	28-31	23-27	19-22
			errors	0-3	4-6	7-11	12+
5	42b Page 2-85	3'	gwams	35+	32-34	26-31	23-25
			errors	0-2	3-5	6-9	10+
6	48c Page 2-123	3'	gwam	37+	34-36	30-33	27-29
			errors	0-2	3-5	6-9	10+



Class Production Grading Scale

Each typed assignment is graded for typographical errors (1 point for each error) and for formatting errors (2 points for each error).

Typing Technique =	10%	
Timed Writings =	25%	(See Timed Writing Grading Scale)
Production =	25%	(See Grading Scale)
Tests (3) =	20%	
Final Exam =	20%	
Total =	100%	

B. Determination of Grade

100 — 90	=	A
89 — 80	=	B
79 — 70	=	C
69 — 60	=	D
59 & Below	=	F

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.