

Angelina College  
Business Division  
POFT 2303.Y01 Speed & Accuracy  
Blackboard Hybrid Course (Meets Tuesday only 11:25 to 12:45 p.m.)  
Instructional Syllabus

**I. BASIC COURSE INFORMATION**

**A. Course Description:**

Three credit hours. Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

**B. Intended Audience:**

Introductory Course. 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: Mon. 8:30 – 11:00 a.m. and 1:30 – 3:00 p.m.

Wed. 8:30 – 11:00 a.m. and 2:30 – 3:00 p.m.

T/R 8:30 – 9:30 a.m. and 1:30 – 3:00 p.m.

Fri. 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. Create professional business letter with accuracy.
2. Attain timed writing speed of at least 40 words per minute by taking five-minute timed writings and orally present the significant technique for attaining this outcome.
3. Correctly evaluate the formatting of business documents.

**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 official assessment purposes will be to create and format a professional business letter with accuracy; no errors; Module 10 Assignment, Assignment 57-d2. 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 attain communication skills by increasing speed to at least 40 words per minute while taking five-minute timed writings using classroom software 58a, page 310. 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 activity that will be utilized for official assessment purposes will be Module 12, Report 70-d1, Page 335-336; to evaluate the formatting of a report in regional, national, and global communities. 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 create business letters with correct format and accuracy.
2. Students will demonstrate their knowledge of the theory and techniques required for typing professional documents with speed of at least 40 words per minute.
3. Students will demonstrate their ability to evaluate and construct a correct formatting of reports to engage effectively in regional, national, and global communities

#### 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**

Computer demonstration: This is the primary teaching method which will be used. The computer software and the instructor will demonstrate to the student the correct use of the keyboard and software throughout all phases of learning.

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 may have concerning it.

Supervision 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 weaknesses and successes 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. *Advanced Word Processing, Lessons 56-110, Microsoft WORD 2016*, 20th Edition. Mason, Ohio. Cengage Learning, 2017, 20<sup>th</sup> Edition. Bundled with SAM WORD 2016 360 Keyboarding Software Access Code for Lessons 56-110. If you do not purchase your book bundled with the Access Code, go to <http://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](mailto:shudman@angelina.edu), Dean of Student Affairs, in Student Center, Room 101, (936) 633-5292 or by email [shudman@angelina.edu](mailto: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 –**  
**Typing Technique**--Evaluates touch typing (not looking at the keyboard) and correct hand and body placement. (5% of total grade)  
**Timed writings**--evaluated using SAM Keyboarding and Instructor grading scale (30% of total grade)  
**Class production**--work assigned homework (Instructor assigns and grades homework). 20% of total grade.  
**Major Tests**--Two tests at 100 points each (200 points total). (25% of total grade)  
**Final Exam**--Comprehensive Exam worth 100 points. (20% of total grade)
6. **Other Policies Established by the Individual Instructor:**  
Class attendance and punctuality are mandatory. Because this is a hybrid course, we will meet only one day each week. Therefore, after two consecutive or three cumulative absences a student may be dropped from this course. Arriving late and leaving class early constitutes an absence. Please be on

time. Students who enter late not only disturb the class but also often mean that the instructor must stop the normal flow of instruction to get the late student caught up to the point with the others in the instruction process. **If tardiness or absences become a problem, the grading scale may be revised to reflect the problem.** 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".

7. 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.
8. 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.
9. Note Taking: It is the student's responsibility to attend class and take notes. The instructor does not provide study notes.
10. 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.
11. 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.
12. Children are not permitted in class under any circumstances.
13. Drink, food, and tobacco products are not permitted in the classroom at any time.
14. 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 while in this class.
15. 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 new icons on computer desktop.

## VI. COURSE OUTLINE:

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

**Timed Writings may only be taken on the meeting dates throughout the Semester.**

<b>January</b>	17	Course Introduction with syllabus Keyboarding SAM program Logon <b>Module 10. Advanced Business Correspondence</b> Lecture and assignment—Discussion
	24	Module 10 Continue
	31	<b>Module 10 Due at the end of class.</b>
<b>February</b>	7	<b>Module 11, Documents Tables and Graphics</b> Lecture—Discussion
	14	Continue with Module 11
	21	<b>Module 11 Due at the end of class. Must print.</b>
	28	<b>Module 10 and 11 Test</b>
<b>March</b>	7	<b>Module 12, Reports</b> Lecture—Discussion
	10-27	<b>Spring Break</b>
	21	Module 12 continued
	28	<b>Module 12 Due at the end of class. Must print.</b>
<b>April</b>	4	<b>Module 13, Mail Merge</b>
	11	Module 13 continued
	18	<b>Module 13 Due at the end of class. Must print.</b>
	25	<b>Module 12 and 13 Test</b>
<b>May</b>	2	<b>Final Exam Review</b> <b>Complete Timed Writings for Semester</b>
	*9	<b>11 a.m.—1 p.m. **Comprehensive Final Exam**</b>

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

**VII. EVALUATION AND GRADING:**

**A. Grading Criteria**

Grading Scale for Timed Writings 5-minute Timings Only							
Module	Timing/ Page	Type	Basis	Grading Scale			
				A	B	C	D
10	58b Page 3-10	5'	gwam	38+	34-37	30-33	26-29
			errors	0-2	3-5	6-8	9-10
11	68b Page 3-73	5'	gwam	40+	36-39	32-35	29-31
			errors	0-2	3-5	6-8	9-10
12	75b Page 3-111	5'	gwam	44+	40-43	36-39	32-35
			errors	0-2	3-5	6-8	9-10
13	79b Page 3-136	5'	gwam	46+	42-45	38-41	34-37
			errors	0-2	3-5	6-8	9-10
15	88b Page 4-21	5'	gwam	50+	45-49	40-44	36-39
			errors	0-2	3-5	6-8	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 =	5%	
Timed Writings =	30%	(See attached Timed Writing Grading Scale)
Production =	20%	(See attached Class Production Grading Scale)
Tests (5) =	25%	
Final Exam =	20%	
Total =	100%	

**B. Determination of Grade**

Angelina College uses a ten point grading system as follows:

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.**