

Date approved or revised 1/29/18

Angelina College  
Business Division  
POFT 2301.081 Speed and Accuracy  
Tuesday 5:30 p.m. – 8:10 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: Donna Cassels-Rieves  
Office Hours: by appointment only  
Phone: (936) 631-1686  
E-mail Address: dcassels@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 Microsoft WORD 2013 (Lessons 56-110)*, 19th Edition. Mason, Ohio. South-Western Cengage Learning, bundle with Access Code for Lessons 56-110. If you do not purchase your book bundled with the Access Code, go to [www.Cengagebrain.com](http://www.Cengagebrain.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 Maria Lopez or Steve Hudman in room 200 of the Student Center. At a postsecondary institution, you must self-identify as a person with a disability; Ms. Lopez and Mr. Hudman will assist you with the necessary information to do so. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Room 101 of the Student Center. You may also contact Dean Hudman by phone at [\(936\) 633-5292](tel:936-633-5292) or by email [shudman@angelina.edu](mailto:shudman@angelina.edu).
- 2.
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. Angelina College's policy allows an instructor to drop a student after 2 consecutive or 3 accumulative absences, and if the student wishes to be readmitted, the approval must come from the Dean of Instruction. However, this instructor **will not** drop a student for absenteeism. If a student is unable to complete this course or any course, the student must withdraw by the stated date in the college bulletin.
5. **Additional Policies Established by the Individual Instructor –**
  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 keyboard (25% total grade)
  3. Class Production-Work assigned homework (25% of total grade)
  4. Major Tests-Three test at 100 points each (20% of total grade)
  5. Final Exam-Comprehensive Exam (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

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Commented [DR2R1]:

Commented [DR3R1]:

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 stop and get the late student caught up to the point where the others are 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>	<b>16</b>	Course Introduction with syllabus Keyboarding program Logon—Complete Skill Building <b>Module 10. Advanced Business Correspondence</b> Lecture—Discussion
	23	Module 10 Continue
	<b>30</b>	<b>Module 10 Due at the end of class. Must Print</b>
<b>February</b>	<b>6</b>	<b>Module 11, Documents Tables and Graphics</b> Lecture—Discussion
	13	Continue with Module 11
	<b>20</b>	<b>Module 11 Due at the end of class. Must print.</b>
	<b>27</b>	<b>Module 10 and 11 Test</b>
<b>March</b>	<b>6</b>	<b>Module 12, Reports</b> Lecture—Discussion
	13	Spring Break
	20	Module 12 continued
	<b>27</b>	<b>Module 12 Due at the end of class. Must print.</b>
<b>April</b>	<b>3</b>	<b>Module 13, Mail Merge</b>
	10	Module 13 continued
	<b>17</b>	<b>Module 13 Due at the end of class. Must print.</b>
	<b>24</b>	<b>Module 12 and 13 Test</b>
	<b>1</b>	<b>Final Exam Review</b>
<b>May</b>	<b>8</b>	<b>Final Exam</b> <b>Complete Timed Writings for Semester</b> <b>**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 272	5'	gwam	38+	34-37	30-33	26-29
			errors	0-2	3-5	6-8	9-10
11	68b Page 322	5'	gwam	40+	36-39	32-35	29-31
			errors	0-2	3-5	6-8	9-10
12	75b Page 361	5'	gwam	44+	40-43	36-39	32-35
			errors	0-2	3-5	6-8	9-10
13	79b	5'	gwam	46+	42-45	38-41	34-37

	Page 386		errors	0-2	3-5	6-8	9-10
15	88b	5'	gwam	50+	45-49	40-44	36-39
	Page 425		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 =	<u>20%</u>	
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.**