

COURSE SYLLABUS

SPRING 2024

COURSE TITLE: POFT 1329 Keyboarding and Document Formatting
Section 151; Internet - Arranged

INSTRUCTOR: Pat Dennis
Lubbock Career & Technical Center
3907 Avenue Q
Lubbock, TX 79412

OFFICE: Room 120F

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OFFICE HOURS:

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | ROOM |
|---------------------------|----------------|---------------------------|-----------------|---------------------------------------|---|
| By Appointment | 1-4 PM | By Appointment | 1-4 PM | 10 AM-12 PM | Lubbock Center Room 120F |
| | | | | Other Times by Appointment | |

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism.

COURSE DESCRIPTION

This course is designed for students with no previous training in keyboarding or those students in need of a basic review. The student will be provided computer-assisted instruction on the alphabetic and numeric touch system and/or skill building drill work. Basic document processing is introduced using word processing software.

TEXT AND OTHER MATERIALS:

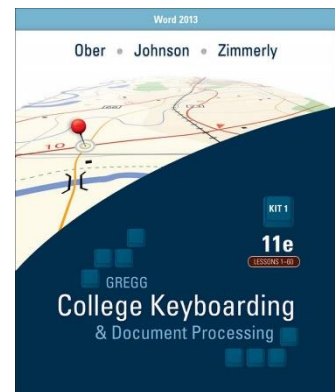
Ober, et al., *Gregg College Keyboarding*, Lessons 1-60, Home Version, 11th edition. Glencoe/McGraw-Hill with Microsoft Office Word 2019/365. Text must be purchased at the South Plains Bookstore at the Reese Center. The formatting guide is online only. **You must use Microsoft Office/Word 2019 or 2021 or 365-----NOT Microsoft Works or WordPad. You must use the full version of Microsoft Word 2019 or 2021. NOTE: If you do not have the appropriate Microsoft software, you may download it from Microsoft at <https://office.com> GDP does not support the Office 365 Web App Word version. The Web App version does not include all Word features that are necessary to complete document processing jobs (beginning with Lesson 21).**

TEXT AND OTHER MATERIALS:

Gregg College Keyboarding & Document Processing, Lessons 1-60, 11e, Ober, Johnson, Zimmerly, McGraw-Hill, 11e, 2014.

TexBook Program: This course is *NOT* in the SPC TexBook program, so you will need to purchase a textbook and an access code for this course.

Email: agamble@texasbook.com / **Phone:** 806-716-4610



Flash Drive on which to save your files or you may use One Drive (recommended).

The GDP Kit is the 11th edition. It is critical you get the correct kit. **The kit includes a student text, a software Internet user code, and an online Microsoft Word 2019 Manual (2021 Manual is not available at this time).** The text/kit is available in the SPC Bookstore at the **Reese Center**. You may choose to find a used book, but you will still be required to purchase the Internet user code online and you must purchase it with a credit or debit card. If you purchase the code online, you may purchase the code only from the GDP website: <http://southplainscollege.gdp11.com>

Internet Access

The computer you are using must be able to connect to the Internet and allow you to browse the World Wide Web. E-mail access is required to communicate with your instructor. To test for the ability to browse the Web, a computer must be able to visit these sites:

<http://www.southplainscollege.edu>

<http://spc.blackboard.com/webct/entryPageInns.dowebct>

Please test your computer to make sure that you can access all of these sites

Anti-virus Software: Please make sure that your computer has an up-to-date anti-virus software program installed.

Check Browser

Once you go to the Blackboard site, please click on **Check Browser** and follow the directions that are given there.

COURSE STRUCTURE

This course is an online course, which means that you will access course information and respond to me through the use of the Internet. Blackboard is used to deliver and manage this course. It is a software package that was written to help manage online courses. If the online environment is new to you or if you have problems of any nature, please do not let yourself become overwhelmed or spend hours of your time trying to figure out how to access something. You have many sources available to you for help. You can contact me by e-mail, telephone, or come by my office.

You will also be using a website outside of Blackboard called McGraw-Hill Higher Education through the **Glencoe Document Processing (GDP)** software. The Internet User ID code is included with your textbook.

Please review the **GETTING STARTED** section in Blackboard for instructions on how to self-enroll on your computer. You will be uploading your keyboarding lessons and documents, and checking grades for those lessons through the McGraw-Hill Glencoe Document Processing (GDP) Website, but you will be corresponding through email messages.

ATTENDANCE POLICY

The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. **Minimum log in for the course is at least three (3) days per week;** however daily access should be your goal since keyboarding skills develop with daily practice.

WITHDRAWAL POLICY

If for any reason the student is unable to complete the course requirements, it is the **student's responsibility** to initiate their own withdrawal by the 1st drop date for the semester which is **Thursday, April 25**. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "F" (not an "X").

ASSIGNMENT POLICY

Assignments/documents are due by 11:59 PM on the date posted. **All assignments will be submitted through the GDP web site. Do not send your assignments to my SPC e-mail address. If you send your lessons/assignments to my SPC e-mail, they will not be graded.**

- Daily work should be done at a pre-determined time each day. Consistency is very important in your success in learning the keyboard. Follow the directions in the book and on the screen. You should type most lines at least **two** times but numerous times will give you better results. Timed writings may be repeated as many times as you want until you send the results to me. You will receive a grade of 100 for each lesson (Lessons #1-20) that is completed to the best of your ability and that is turned in by the deadline on the calendar. If you miss the deadline, the grade will be a 0. Further instructions and guidelines will be provided for Lessons 21-60. These lessons will contain word processing documents that must be completed and the grading will be very different from the first 20 lessons. Details will be provided in the Lesson Hints section through Blackboard.
- Remember to use good posture (feet on the floor) and keep your eyes on the screen or book. **Don't look down at your hands except when learning a new key.** Looking at your hands is a tough habit to break!

TIMED WRITINGS

The following will apply to all timed writings:

A = 100, B = 89, C = 79, D = 69, F = 0

If you meet the goal in the book, your grade will be 79 since this is the minimum speed you should be striving for. If you have more than the error limit allowed in the text, one word will be deducted for each error over the allowed limit. Timed writings may be repeated as many times as you want until the deadline

EXAMINATION POLICY

You will have timed writings throughout the course. The goal speed that is indicated in the left margin of the textbook for each lesson will be the standard for grading purposes after Lesson 20 has been completed. The daily assignments will consist of documents assigned for preparation from Lessons 21-60. You will have two objective exams; one following Lesson 20 and one following Lesson 40. You will also have two performance exams; one after Lesson 40 and one at the end of the course.

GRADING POLICY

Final grades will be calculated as follows:

| | |
|---|-----|
| Average of all Skillbuilding Assignments: | 15% |
| Average of all Document Processing documents | 25% |
| Average of Timed Writings | 25% |
| Average of all Performance Exams | 20% |
| Average of all Objective Tests | 15% |

Final grades will be based on the following scale:

| | | |
|----------|---|---|
| 90-100 | = | A |
| 80-89 | = | B |
| 70-79 | = | C |
| 60-69 | = | D |
| Below 60 | = | F |

Skillbuilding assignments consist of Warmup, New Keys practice, New Key review, Paced and/or Progressive Practice, Technique Practice, Skillbuilding, Language Arts, and Enrichment. You are required to complete all section in all lessons. **You will receive a grade of 100 for completing the skillbuilding assignments. You will make a 0 for any missing work.**

Document Processing assignments are included in Lessons 26-60. Complete assigned documents **only**. Any unassigned completed documents will not be graded. All documents must be error-free. You may edit these documents as many times as necessary until the deadline to remove all errors. GDP will grade each document after each attempt and indicate where errors (if any) have occurred utilizing a color-coded system. You should correct all errors until there are none!

Timed writings are included at the end of every lesson through Lesson 20 and every even-numbered lesson after Lesson 20. Each timed writing includes a goal which is displayed in the left margin of the book on the page of the timed writing. **You must meet the speed goal to receive a grade of 79.** The goal includes a words per minute (wpm) speed and the number of allowable keyboarding errors for that timed writing. Do not exceed the number of allowable errors in the timed writing or you will receive a one work deduction in speed for each error. You may repeat the timed writings as many times as you wish until the deadline.

Performance Tests will be completed after Lesson 40 and after Lesson 60. All errors should be corrected.

Objective tests will be conducted through Blackboard following Lesson 20 and Lesson 40. The objective tests will consist of true/false and multiple choice questions.

TECHNICAL PROBLEMS/SUPPORT

If you are having problems, please let me know. I will try to help if I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Do not wait until it is a crisis situation. Do not wait until the last minute to turn your assignments in, or you may have problems! If you lose your assignments due to corrupted files, computer crash, or any other situation, there is nothing I can do about it. You need to make backup copies and have a backup plan in place. You may get Blackboard assistance by calling 806-716-2180. The quickest way to reach me is through SPC email at pdennis@southplainscollege.edu.

COURSE PERFORMANCE OBJECTIVES:

The student will be able to:

- < Demonstrate the location of and the reaches to all letter keys.
- < Identify, locate, and use the various parts of the computer.
- < Use proper techniques in striking the keys.
- < Practice good form and posture at the computer.
- < Demonstrate the location of all figure and symbol keys.
- < Apply word response concept of keying.
- < Build skill by typing short writing to force a higher stroking speed.
- < Increase skill in basic keyboarding operations:
 - Reproduce frequently used kinds of copy (straight copy, script, rough draft, and statistical copy.)
 - Center horizontally and vertically.
 - Key letters, cards, and envelopes.
 - Key tables.
 - Correct errors for acceptable appearance.
- < Correlate keying skills with spelling and word-division skills
- < Use common proofreader=s marks.
- < Evaluate completed production work.
- < Proofread, find, and correct all errors.
- < Type a minimum of 30 w.p.m. on a 5-minute timed writing with no more than 5 errors.

CONTENT OUTLINE

- I. THE ALPHABET, NUMBER, AND SYMBOL KEYS-PART ONE
Lessons 1-20 (Units 1-4) After successfully completing these lessons, the student will be able to:
 - A. **Keyboarding**
 1. Operate the letter, number, and symbol keys by touch.
 2. Make all adjustments needed, set margins (if default margins are not used), tabs, and line spacing.
 3. Key 28 words a minute on a 2-minute timed writing with no more than 5 errors.
 - B. **Language Arts**
 1. Divide words correctly.
 2. Proofread documents and correct errors.

3. Use quotation marks correctly.

C. **Word Processing**

1. Use the following Microsoft Word commands: Tab Set, Hyphenation, Underlining, and Blocking Text.
2. Use the Microsoft Word button bars.

II. SKILL DEVELOPMENT-CENTERING, LETTERS, AND REPORTS-PART TWO

Lessons 21-40 (Units 5-8) After successfully completing these lessons, the student will be able to:

A. **Keyboarding**

1. Operate the entire keyboard by touch.
2. Key 36 words a minute on a 5-minute timed writing with no more than 4 errors.

B. **Language Arts**

1. Improve language arts skills, including correct grammar, spelling, use of punctuation marks, capitalization, numbers, titles in business correspondence, and abbreviations.
2. Proofread documents and correct errors.
3. Develop keyboard composing skill.

C. **Word Processing**

1. Use the following Microsoft Word commands: Horizontal Centering, Page Break, Center Page, Speller, Date Insert, Print Preview Document, Top and Bottom Margins, Left and Right Margins, Full Justification, Bold, Move, Indent, and Italics.
2. Change and customize Microsoft Word button bars.

D. **Document Processing**

1. Center text horizontally and vertically.
2. Format business letters and personal-business letter in block style.
3. Format one-page unbound reports, enumerations, outlines, and bibliographies.

III. SKILLBUILDING-CORRESPONDENCE, REPORTS, AND EMPLOYMENT DOCUMENTS-PART THREE

Lessons 41-60. (Units 9-12) After successfully completing these lessons, the student will be able to:

A. **Keyboarding**

1. Operate the entire keyboard by touch.
2. Key 40 words a minute on a 5-minute timed writing with no more than 5 errors.

B. **Language Arts**

1. Improve language arts skills, including correct grammar and spelling and the correct use of punctuations marks, capitalization, and numbers.
2. Proofread documents and correct errors.
3. Develop keyboard composing skills.

C. **Word Processing**

1. Use the following Microsoft Word commands: Search and Replace, Page Numbering, Widow/Orphan Protection, Footnotes, Endnotes, Dot Leaders, and Font Size.

D. **Document Processing**

1. Format memorandums and modified-block style letters.
2. Format one and two page unbound and bound reports with enumerations, footnotes, endnotes, bibliographies, and supplementary pages.
3. Prepare employment documents, including a résumé, a letter of application, and a follow-up letter; and take an employment test.

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

- 1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for all students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.**
- 2. Children may not be left unattended. In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.**
- 3. Disruptive children will not be allowed to interfere with college business. Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.**

COVID-19

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376

SPC will follow the recommended 5-day isolation period for individuals that test positive.

- a. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**

COVID Reporting

- a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
- b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
- c. A student is clear to return to class without further assessment if they have completed:

The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.

Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

Students can find the Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, and Campus Concealed Carry Statement here:

<https://www.southplainscollege.edu/syllabusstatements/>

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility that we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:

894-9611, ext. 2338 - Levelland Campus

747-0576, ext. 4677 – Lubbock Center

885-3048, ext. 2923 - Reese Center (mobile 893-5705)