

Foundation Skills: F1,3,4,5,6,7,8,9,10,11,12,13,15,16,17  
Competency Skills: C2,5,6,7,14,15,16,18,19

## ***COURSE SYLLABUS***

### **FALL 2019**

**COURSE TITLE:** POFT 1329 Keyboarding and Document Formatting  
Section 151; Internet - Arranged  
**INSTRUCTOR:** Jeannie Coggins  
**OFFICE:** LC120G, 806-716-4917  
**E-MAIL:** [jcoggins@southplainscollege.edu](mailto:jcoggins@southplainscollege.edu)

**OFFICE HOURS:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	9:30AM-12:30PM		9:30AM-12:30PM	9:30AM-11:30AM

### **SPC Disability Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **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 skillbuilding drill work. Basic document processing is introduced using word processing software.

**Disclaimer Statement:** This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

### **TEXT AND OTHER MATERIALS:**

Ober, et al., *Gregg College Keyboarding*, Lessons 1-60, Home Version, 11th edition.  
Glencoe/McGraw-Hill with Microsoft Office Word 2016.

**You must use Microsoft Office/Word 2013 or 2016-----  
-NOT Microsoft Works or WordPad. If you are  
completing this course using a Mac, please contact me.  
You must use the full version of Microsoft Word 2013,  
2016, or 2019. If you are subscribing to Office 365  
Home Premium, you must download the full version.  
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).**

The GDP Kit is the 11<sup>th</sup> edition. It is critical you get the correct kit. The kit includes a student text, a software Internet user code, **Microsoft Word 2016** Manual (2019 Manual is not available at this time), and Easel. The text/kit is available in the SPC Bookstore at the **Reese Center**. You may choose to find a used book/kit, 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/entryPageIns.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. You will also be completing a few quizzes through Blackboard. There is help available for students at the SPC Online Web site. 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 in your textbook kit.

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 mail messages and taking online quizzes through Blackboard.

## **ATTENDANCE POLICY**

Even though this is an online class, students still have to access the course on a regular basis of at least three times per week. 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.*

## **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. 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 Midnight 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!

### 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. You will be given a detailed grading scale for timed writings with each unit assignment list. 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. There will be no comprehensive final exam.

### GRADING POLICY

Final grades will be calculated as follows:

Average of all <i>skillbuilding assignments</i> :	15%
Average of all <i>documents</i>	25%
Average of <i>timed writings</i>	25%
Average of all <i>performance exams</i> :	20%
Average of all <i>objective exams</i>	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. Points will be deducted for missing sections.

*Documents* 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. Ten points will be

deducted for each uncorrected error. GDP will grade each document after each attempt and indicate where errors (if any) have occurred utilizing a color-coded system.

*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 100. The goal includes a words per minute (wpm) speed and the number of allowable keyboarding errors for that timed writing. You may not exceed the number of allowable errors in the timed writing or you will receive a failing grade for that timed writing. You may repeat the timed writings as many times as you wish until the deadline.

*Performance exams* will be completed after Lesson 40 and after Lesson 60. Ten points will be deducted for each uncorrected error.

Objective tests will be conducted through Blackboard following Lesson 20 and Lesson 40. The objected 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 [jcoggins@southplainscollege.edu](mailto:jcoggins@southplainscollege.edu).

### **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 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 punctuation 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.