

COURSE SYLLABUS

FALL 2026

COURSE TITLE: POFT 1329 Keyboarding and Document Formatting
Section 151 (Online)

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

OFFICE: Room 120F

PHONE: 806-716-4638

EMAIL: pdennis@southplainscollege.edu

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

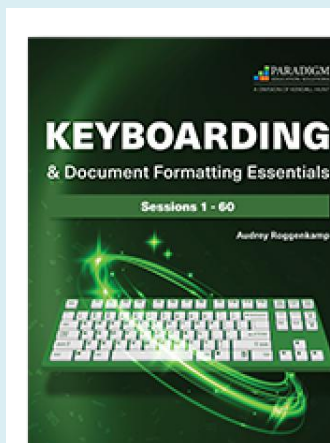
This course is designed for students with no previous training in keyboarding or those students in need of a basic review. The student will be provided computer-assisted instruction on the alphabetic and numeric touch system and/or skill building drill work. Basic document processing is introduced using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

TEXT AND OTHER MATERIALS:

Keyboarding & Document Formatting Essentials, Sessions 1-60, Roggenkamp, 9e, Paradigm, 2026.

TexBook Program: *This course is in the SPC Inclusive Access program, so you will **not** need to purchase a textbook and an access code for this course. All required materials for this course are included in the students' college tuition. It is strongly recommended that students do not opt out of Inclusive Access for this course.*

Bookstore Information: Email: christian.bruno@bibliu.com/
Phone: 806-716-2097



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

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>

COURSE STRUCTURE

This course is an online course, which means that you will access course information and respond to me using 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 for help. You can contact me by e-mail, telephone, or come to my office.**

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 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. ***The 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, December 3**. 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

Practice drills, timed writings, and documents are due by **11:59 PM** on the date posted.

- Assignments 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.
- 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!

Outside-of-Class Practice Time Expectations

Students are encouraged to practice at least two to three hours weekly when learning the keyboard. The amount of extra time required for the sessions, including document preparation, will vary depending on the student's keyboarding skill, proficiency with keyboarding software, and proofreading ability.

PRACTICE DRILLS (Skillbuilding)—30%

All assigned practice drills should be completed to the best of ability. If you complete the assignments by the stated deadline, you will earn a 100. Remember your goal is to keyboard without looking at your hands. Keep your eyes on what you're keying. You will receive a grade of 100 for completing the skillbuilding assignments. You will make a 0 for any missing work.

QUIZZES—10%

You will have two quizzes over general information in your text -- one following Lesson 30 and one following Lesson 55. The questions will be T/F and completion. Two attempts will be given for each quiz.

TIMED WRITINGS—30%

You will have **timed writings** throughout the course. The goal speed that is indicated in the left margin of the textbook for each session will be the standard for grading purposes. You must stay within the error limit shown in your online text. **If you exceed the error limit, a zero will be assigned on that attempt.** Each timed writing includes a goal which is displayed in the left margin of the book on the page of the timed writing. The goal includes a words per minute (wpm) speed and the number of allowable keyboarding errors for that timed writing. **You may repeat the timed writings as many times as you wish until the deadline. Only the best attempt will be recorded for each timed writing.**

BUSINESS DOCUMENTS—30%

Numerous sessions will consist of business documents. Again, you can repeat these until the deadline. You should aim for 0 errors in these to earn 100.

Business documents are included in Lessons 35-55. 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. The keyboarding software will grade each document after each attempt and indicate where errors (if any) have occurred. You should correct all errors until there are none! Proof carefully so you do not have to start over. Again, you may repeat these until the deadline.

GRADING POLICY

Final grades will be calculated as follows:

Practice Drills (Skillbuilding)	30%
Quizzes	10%
Timed Writings	30%
Business Documents	30%

Final grades will be based on the following scale:

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

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. Do not wait until the last minute to turn your assignments in, or you may have problems! If you lose your assignments due to corrupt files, computer crashes, 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:

Upon completing the course, students will be able to do the following:

- Key straight-copy alphanumeric material using correct touch techniques at an average rate of **40 WPM with a maximum of one error per minute**.
- Use essential document formatting features such as inserting and deleting text, changing fonts and line spacing, centering and aligning text, using tabs, formatting bulleted and numbered lists, inserting and modifying tables, and others.
- Prepare and correctly format common business documents including email, memos, business letters, business reports, research papers, and manuscripts.
- Compose coherent content at the keyboard at the word, sentence, paragraph, and document levels.
- Establish priorities and plan necessary actions when placed in a business setting with a variety of tasks that need to be completed.

CONTENT OUTLINE/DEADLINES

Week	Assignment	Opening Date	Due Date
Unit 1—Alphabetic Keys			
Week 1	Sessions 1-2	Mon., Aug. 24	Sun., Aug.30
Labor Day Holiday = Monday, September 7			
Week 2	Sessions 3-4	Mon., Aug. 31	Tues., Sept. 8
Week 3	Sessions 5, 6, & 7	Mon., Sept. 7	Sun., Sept. 13
Week 4	Sessions 8, 9, & 10	Mon., Sept. 14	Sun., Sept. 20
Week 5	Sessions 11, 12, & 13	Mon., Sept. 21	Sun., Sept. 27
Unit 2—Number Row Keys			
Week 6	Sessions 14, 15, 16, & 17	Mon., Sept. 28	Sun., Oct. 4

*Complete **only** the documents which are assigned in your keyboarding software in BB Ultra. You should click on the link provided in BB for each assignment in your weekly learning module.*

Unit 3—Punctuation and Symbol Keys

Week 7	Sessions 18, 19, & 20	Mon., Oct. 5	Due Sunday, Oct. 11
Week 8	Sessions 21, 22, & 23	Mon., Oct. 12	Due Sunday, Oct. 18

Fall Break – Friday, October 16, 2026—All Campuses Are Closed

Unit 5—Thinking & Composing at the Keyboard

Week 9—Due Sunday, Oct. 25

Sessions 28, 29, & 30

- Timing 28.1: 1 Minute
- Timing 28.3: 3 Minutes
- Ex. 29.5: Short Phrases Drill
- Ex. 29.7: Sentences Drill
- Timing 30.1: 1 Minute
- Timing 30.3: 3 Minutes
- **Objective Quiz Over Sessions 1-30**

Unit 7—Email & Memos

Week 10—Due Sunday, November 1

Sessions 34, 35, & 36

Session 34—Using Basic Document Formatting & Proofreading Techniques

- **Ex. 34.1:** Warm-up Drill
- **Ex. 34.2:** Timed Short Drill
- **Timing 34.1:** 1 Minute
- **Doc. 34.1:** Keying a Document
- **Doc. 34.2:** Moving the Insertion Point
- **Doc. 34.3:** Editing from Proofreading Marks

Session 35--Preparing Email Messages

- **Ex. 35.1:** Warm-Up Drill
- **Ex. 35.2:** Timed Short Drill
- **Timing 35.1:** 1 Minute
- **Timing 35.3:** 3 minutes
- **Doc. 35.1:** Email Message
- **Doc. 35.3:** Email Message with Bold and Italic Items

Session 36—Preparing Memos

- **Ex. 36.1:** Warm-Up Drill
- **Ex. 36.2:** Timed Short Drill
- **Timing 36.1:** 1 Minute
- **Timing 36.3:** 3 Minutes
- **Doc. 36.1:** Memo with Basic Formatting
- **Doc. 36.2:** Memo with Justified Text
- **Doc. 36.3:** Memo with Center Alignment

Unit 8—Business Correspondence

Week 11—Due Sunday, November 8

Sessions 38, 39, & 40

Session 38—Preparing Personal Business Letters

- **Ex. 38.1:** Warm-Up Drill
- **Ex. 38.2:** Timed Short Drill
- **Timing 38.1:** 1 Minute
- **Timing 38.3:** 3 Minutes
- **Doc. 38.1:** Personal Business Letter with Basic Formatting
- **Doc. 38.2:** Personal Business Letter with Proofreading Marks

Session 39—Inserting Bullets in Business Letters

- **Ex. 39.1:** Warm-Up Drill
- **Ex. 39.2:** Timed Short Drill
- **Timing 39.1:** 1 Minute
- **Timing 39.3:** 3 Minutes
- **Doc. 39.1:** Block-Style Business Letter
- **Doc. 39.2:** Block-Style Business Letter with Proofreading Marks

Session 40—Cutting, Copying, and Pasting Text in Business Letters

- **Ex. 40.1:** Warm-Up Drill
- **Ex. 40.2:** Timed Short Drill
- **Timing 40.1:** 1 Minute
- **Timing 40.3:** 3 Minutes
- **Doc. 40.1** Business Letter Edited with the Cut and Paste Commands
- **Doc. 40.3:** Business Letter Edited with the Cut, Paste, and Paragraph Alignment Commands

Week 12—Due Sunday, November 15

Sessions 41, 42, and 43

Session 41—Using Find and Replace in Business Letters

- **Ex. 41.1:** Warm-Up Drill
- **Ex. 41.2:** Timed Short Drill
- **Timing 41.1:** 1 Minute
- **Timing 41.3:** 5 Minutes
- **Doc. 41.1:** Business Letter Edited with Find
- **Doc. 41.3:** Business Letter Edited with Find and Replace and Justified Paragraphs
- **Doc. 41.4:** Business Letter Edited with Click and Drag and Find and Replace

Session 42—Preparing Two-Page Business Letters

- **Ex. 42.1:** Warm-Up Drill
- **Ex. 42.2:** Timed Short Drill
- **Timing 42.1:** 1 Minute
- **Timing 42.3:** 5 Minutes
- **Doc. 42.1:** Multiple-Page Letter with Numbered Paragraphs

Session 43—Production Progress Check: Business Correspondence

- **Ex. 43.1:** Warm-Up Drill
- **Ex. 43.2:** Timed Short Drills
- **Timing 43.1:** 1 Minute
- **Timing 43.3:** 5 Minutes
- **Doc. 43.1:** Block-Style Business Letter
- **Doc. 43.2:** Business Letter with Enclosure
- **Doc. 43.3:** Business Letter with Justified Alignment and Copies for Multiple Recipients

Unit 9—Tables, Symbols, and Borders

Week 13—Due Sunday, November 22

Sessions 44, 45, 46, and 47

Session 44—Creating and Formatting Tables

- **Ex. 44.1:** Warm-Up Drill
- **Ex. 44.2:** Timed Short Drill
- **Timing 44.2:** 1 Minute
- **Timing 44.3:** 5 Minutes
- **Doc. 44.1:** Creating a Table Using the Table Menu Grid
- **Doc. 4.2:** Applying Background Color to a Table
- **Doc. 44.3:** Formatting Borders in a Table

Session 45—Modifying the Layout of Tables

- **Ex. 45.1:** Warm-Up Drill
- **Ex. 45.2:** Timed Short Drill
- **Timing 45.1:** 1 Minute
- **Timing 45.3:** 5 Minutes
- **Doc. 45.1:** Inserting Rows and Columns and Merging Cell in a Table
- **Doc. 45.2:** Deleting a Table and Deleting Rows and Columns in a Table
- **Doc. 45.3:** Cutting and Pasting in a Table
- **Doc. 45.2:** Setting Row Height in a Table

Session 46—Inserting Symbols and Borders

- **Ex. 46.1:** Warm-Up Drill
- **Ex. 46.2:** Timed Short Drill
- **Timing 46.1:** 1 Minute
- **Timing 46.3:** 3 Minutes
- **Doc. 46.1:** Memo with Symbols
- **Doc. 46.2:** Informational Document with Symbols
- **Doc. 46.3:** Form with Horizontal Borders
- **Doc. 46.4:** Creating a Customized Letterhead

Session 47—Production Progress Check: Tables, Symbols, and Borders

- **Ex. 47.1:** Warm-Up Drill
- **Ex. 47.2:** Timed Short Drill
- **Timing: 47.1:** 1 Minute
- **Timing 47.3:** 3 Minutes
- **Doc. 47.1:** Creating a Table and Entering Data
- **Doc. 47.3:** Merging Cells and Applying Shading, Borders, and a Table Style

Thanksgiving Break = Wednesday, Nov. 25—Friday, Nov. 27

Unit 10—Business Reports and Publications

Week 14—Due Monday, November 30

Sessions 48, 49, 50, and 51

Session 48—Creating Memo Business Reports

- **Ex. 48.1:** Warm-Up Drill
- **Ex. 48.2:** Timed Short Drill
- **Timing 48.1:** 1 Minute
- **Timing 48.3:** 3 Minutes
- **Doc. 48.1:** Memo Business Report

Session 49—Formatting Memo Business Reports

- **Ex. 49.1:** Warm-Up Drill
- **Ex. 49.2:** Timed Short Drill
- **Timing 49.1:** 1 Minute
- **Timing 49.3:** 3 Minutes
- **Doc. 49.1:** Memo Business Report with Numbered Lists and Lettered Sublists

Session 50—Enhancing Formal Business Reports

- **Ex. 50.1:** Warm-Up Drill
- **Ex. 50.2:** Timed Short Drill
- **Timing 50.1:** 1 Minute
- **Timing 50.1:** 3 Minutes
- **Doc. 50.1:** Transmittal Letter
- **Doc. 50.2:** Title Page of a Report
- **Doc. 50.3:** Outline with Three Levels of Headings

Session 51—Changing Fonts in Business Publications

- **Ex. 50.1:** Warm-Up Drill
- **Ex. 50.2:** Timed Short Drill
- **Timing 51.1:** 5 Minutes
- **Doc. 51.1:** Business Letter with Custom Font
- **Doc. 51.3:** Meeting Notice with Custom Font and Formatting

Unit 11—Manuscripts and Research Papers

Week 15--Due Friday, December 4

Sessions 53, 54, and 55

Session 53—Developing Manuscripts, Outlines, and Title Pages

- **Ex. 53.1:** Warm-Up Drill
- **Ex. 53.2:** Timed Short Drill
- **Timing 53.1:** 1 Minute
- **Timing 53.3:** 5 Minutes

- **Doc. 53.1:** Manuscript Outline with Change to Default Line Spacing
- **Doc. 53.2:** Unbound Manuscript with Changes to the Default Font
- **Doc. 53.3:** Manuscript Title Page with a Hyperlink Removed

Session 54—Formatting Footnotes, Research Papers, and Bibliographies in Chicago Style

- **Timing 54.1:** 1 Minute
- **Timing 54.3:** 5 Minutes
- **Doc. 54.1:** Unbound Research Paper with Footnotes
- **Doc 54.2:** Bibliography Page in Chicago Style

Session 55—Preparing Research Papers in APA Style

- **Timing 55.1:** 1 Minute
- **Timing 55.3:** 5 Minutes
- **Doc. 55.1:** Title Page and Abstract in APA Style
- **Doc 55.2:** Research Paper Body in APA Style

Last Day to Drop a Class—Thursday, December 3

Week 16, Final Exam—Opens Friday, December 4 at 12 AM--Due Sunday, December 6 by 11:59 PM.

- **Timing 5 Minutes**
- **Objective Exam Over Sessions 34-55**

COVID 19 INFORMATION

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.

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

Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.

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. 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.

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.**

Students can find the Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, Artificial Intelligence Statement, and Campus Concealed Carry Statement [here](https://www.southplainscollege.edu/syllabusstatements/):

<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 which 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.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

EMERGENCY INFORMATION

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

894-9611, ext. 2338 - Levelland Campus

806-716-4677 – Lubbock Center

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