

POFT 2333 Advanced Keyboarding



Credit: 3 semester credit hours (2 hours lecture, 2 hours lab)

Prerequisite: POFT 2301, POFI 2301

Course Description

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Course level: **Advanced**.

Required Textbooks and Materials

VanHuss, Forde, Woo, & Robertson. Bundle: Advanced Word Processing + Keyboarding Pro Deluxe Online Lessons 56-110 Printed Access Card. Ed. 19e. Mason, OH: South-Western Cengage Learning. (ISBN-10: 1285576284 | ISBN-13: 9781285576282)

- URL: http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781133588962&token=
- A flash drive

General Objectives

At the end of the semester, it is expected that the student:

1. Demonstrate proficient keyboarding techniques.
2. Apply mailability standards to business documents using Word 2013.
3. Key straight copy at 53 words a minute (wam) with 97% of accuracy (minimum).
4. Use critical thinking skills to make effective decisions and solve business problems creatively.
5. Apply correctly basic, intermediate and advanced commands in MS Word 2013.
6. Be aware of the effective human relations and communication in a professional working environment.

Course Outline

- I. Skill Analysis
- II. Review
- III. Communication skills
- IV. Advanced Business Correspondence
 - A. Letter review
 - B. Special letter parts
 - C. Multiple-page documents
 - D. Keyboarding simulation
- V. Documents with Tables and Graphics

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Course syllabus

- A. Table tools
- B. Table functions
- C. Graphics review
- D. Graphic features
- E. Graphic backgrounds
- F. Documents with columns and graphics
- G. Keyboarding Simulation
- VI. Reports
 - A. Review reports
 - B. Report with section breaks
 - C. Report with preliminary pages
 - D. Report features
 - E. Productivity tools for reports
 - F. Keyboarding simulation
- VII. Mail Merge
 - A. Mail merge
 - B. Edit the data source
 - C. Merge with envelopes and labels
 - D. Keyboarding simulation
- VIII. Employment Documents
 - A. Job search strategies
 - B. Resumes
 - C. Social media and employment letters
- IX. Health and Medical Documents
 - A. Medical correspondence
 - B. Health promotions documents
 - C. SOAP notes and medical forms
 - D. Preparing medical reports
- X. Legal Documents
 - A. Corporate legal documents
 - B. Legal pleadings
 - C. Preparing legal documents
 - D. Preparing lease agreements
- XI. Web Apps
 - A. Working with Files on SkyDrive
 - B. Co-authoring

Grading System

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

Course Evaluation

- 1) Timed Writings - 15% - During the semester students will have timed writings to evaluate their speed, accuracy, and proofreading skills. See the chart included for speed and accuracy.
- 2) KeyboardingPro Deluxe Exercises – 10%: Practice lessons and diverse exercises in KeyboardingPro.
- 3) Daily Work/Assignments – 35%
 - a) As a way to give you feedback, daily work could be collected at the end of each class or unit. Correct format, application of the guidelines explained in class, use of word processing functions, accuracy, and timely submission will be considered. Points will be deducted for typographical errors, format mistakes, or for not following instructions. Any documents with five or more errors will be considered void (0 pts.). Late work will not be accepted.
 - b) This grade also includes other types of required assignments such as participation in discussion boards, readings, or take-home activities. Daily work and assignments can be assigned in KeyboardingPro.
 - c) BLACKBOARD® will be used for information, file submission, quizzes, and/or assessment purposes.
 - d) In your flash drive, the files must be organized in folders by module and lesson, using the filenames indicated in the book and as requested by your instructor. Your flash drive can be collected at any time.
- 4) Practice Exams – 40%
 - a) Two performance tests will be administered during the semester. Each document will have a value based on its complexity and length. Your score will be based on accuracy, proper use of word processing and computer commands, document formatting, and proofreading. Incomplete documents will be considered void. Points will be deducted from the total to reflect overall quality.
 - b) Proofreading is an important skill in any field, but essential in office work. The criteria for proofreading will be an **A** for perfect proofread work and an **F** for any missed error, even if there is only one.

Course Requirements

- 1) Ability to read, listen, type, and write proficiently.
- 2) Purchase required textbook and website access code for the course the first day of class.
- 3) Do lessons in **Keyboarding Pro Deluxe ONLINE** and exercises in **MS Word 2013** as assigned.
- 4) Utilize proper keyboarding techniques to cultivate skill as a **TOUCH** typist.
- 5) Do lessons and drills as requested by instructor.

- 6) Attend class regularly. Daily attendance is essential to pass the class.
- 7) Utilize proper keyboarding techniques to keep cultivating skill as a touch typist.
- 8) Do modules and requested practices as assigned.
- 9) Turn in work on time.
- 10) Use Blackboard® for file submission, discussions, quizzes, and/or assessment purposes.
- 11) Use email to stay informed and communicate with instructor. **Attendance Policy:** Two absences are allowed. If a student is tardy for class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 1-point deduction from your final grade for each extra absence.
- 12) If you wish to drop the course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

NOTE: A grade of "C" or better must be earned in this course for credit toward degree requirements.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at <http://www.lit.edu/depts/stuserv/special/defaults.aspx>

Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

COURSE CONTENT

<i>Date</i>	<i>Lesson and Topic Covered</i> <i>(Some lessons will be assigned.)</i>
Aug. 20	Introduction KeyboardingPro practice and timed writings HW- Purchase textbook and supplies Assignment for all the semester: Practice to improve your speed and accuracy. Assignment: Study formats in the book's Reference Guide.
25	Set up KeyboardingPro accounts Speed assessment Drills
27	Level 3: Lessons 56-83
	Module 10: Advanced Business Correspondence (Lessons 56-60)
	Les. 56: Memos and Productivity Tools
Sept. 1	Les. 57: Letter Review Les. 58: Special Letter Parts
3	Les. 59: Multiple-Page Documents Les. 60: Hess Office Park (Assignment) Practice Quiz 10
Sept. 7	NO CLASS. Labor Day Holiday (LIT is closed)
8	Module 11: Documents with Tables and Graphics (Lessons 61-69)
	Les. 61: Table Tools Les. 62: Table Functions
10	Les. 64: Graphics Review Les. 65: Graphic Features
15	Les. 66: Graphic Backgrounds Les. 67: Documents with Columns and Graphics Les. 68: Hess Office Park (Assignment) Practice Quiz 11
17	MODULES 10-11 TEST TIMED WRITING I
22	Module 12: Reports (Lessons 70-75)
	Les. 70 Review Reports Les. 71: Report with Section Breaks
24	Les. 72: Report with Preliminary Pages
29	Les. 73: Report Features Les. 74: Productivity Tools for Reports Les. 75: Hess Office Park (Assignment) Practice Quiz 12
Oct. 1	TIMED WRITING I Print Summaries (Lesson, Drills, Timed Writing, Communications) Complete Lessons 73-74
6	Lesson 76: Timed writing Lesson 77: Textbook Keying

	Communication > Quotations and Italics & > Pronoun Agreement Lesson 90: Textbook Keying Communications > Word Usage Work on Drills, keep practicing to improve your speed and accuracy.
8	Module 13: Mail Merge Lesson 76: Mail Merge
13	Lesson 77: Edit the Data Source
15	Lesson 78: Merge with Envelopes and Labels
20	Catch up day
22	MODULES 12-13 TEST
27	Level 4: Lessons 84-110 Lesson 86: Itinerary Lesson 87: News Release
29	Module 16: Employment Documents (Lessons 94-98) Lesson 89: Job Search Strategies Lesson 90: Resumes * Last day to drop or withdraw for the semester
Nov. 3	Lesson 91: Social Media and Employment Letters Module 17: Health and Medical Documents (Lessons 94-98)
5	Lesson 94: Medical Correspondence. Timed writing
10	Lesson 95: Health Promotions Documents
12	Lesson 96: SOAP Notes and Medical Forms Lesson 97: Preparing Medical Reports
17	Module 18: Legal Documents (Lessons 99-104) Lesson 99: Corporate Legal Documents
19	Lesson 100: Legal Pleadings
24	Lesson 101: Preparing Legal Documents Lesson 102: Preparing Lease Agreements
Nov. 26-27	NO CLASS. Thanksgiving Holiday (LIT is closed)
Dec. 3	Turn in ✓ Skill builder: Lesson Summary report lessons for accuracy. ✓ KeyboardingPro final summaries: Communication, lessons, timed writings, drills, etc. ✓ Keyboarding technique evaluation form. Assignment: Study for the final test

Contact Information:

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TR 8:30-9:30, 12:45-2:00 p.m.