

Advanced Keyboarding (POFT 2333)



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

Prerequisite/Co-requisite: POFT 2301

Course Description

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making.

Required Textbook and Materials

1. *Advanced Word Processing; Microsoft Word 2007: Lessons 61-120*, VanHuss, Forde, Woo, Hefferin, 17th edition, Southwestern.
 - a. ISBN number is 0-538-73025-0.
2. *Jump Drive*.

Course Objectives

Upon completion of this course, the student will be able to:

1. Exhibit proficiency in the use of computers and software to type business documents. (SCANS C1, C5, C6, C8, F1, F2, F5, F6, F8, F11, F16)
2. Improve speed and accuracy using prescribed drills and setting personal goals. (SCANS C1, C5, C6, C8, F1, F2, F5, F8, F11, F14, F16)
3. Key a minimum of 55 words a minute with three or less error in five-minute writings. (SCANS C8, F1, F3, F5, F11, F14, F16)
4. Master document formatting through typing and editing documents of different complexity. (SCANS C1, C5, C6, C7, C8, F1, F5, F8, F9, F11, F12, F13, F16)
5. Be aware of the importance of proofreading skills to create mailable business documents. (SCANS C5, C8, F1, F5, F9, F11, F12, F13, F16)
6. Practice organizational and prioritizing skills in the production of office simulated activities. (SCANS C1, C3, C5, C6, C7, C8, C12, F1, F2, F5, F6, F8, F9, F11, F12, F13, F16)
7. Develop the routine to work without detailed instructions. (SCANS C1, C3, C5, C6, C7, C8, C12, F1, F2, F5, F6, F8, F9, F13, F14, F16, F17)
8. Be aware of effective human relations and communication skills in a professional working environment. (SCANS C7, C9, C14, F13, F14, F15, F16, F17)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

Course Outline

A. Document Design Mastery

1. Introduction to Microsoft Certified Applications
2. Skill Building Techniques
3. Timed Writings
4. Apply Basic Commands
5. Memos, E-mail, and Letters
6. Table Review and Assessment
7. Report Review and Assessment

B. Visual Content

1. Customize Document Themes
2. Format Document Backgrounds
3. Format Illustrations
4. Format Text Graphically
5. Advanced Documents with Graphics
6. Assessment

C. Merge Documents

1. Mail Merge
2. Edit the Data Source
3. Merge with Envelopes and Labels
4. Merge with Alternate Sources
5. Assessment

D. Organize Tables

1. Apply Table Commands
2. Merge and Split Cells, Sort Data, Draw Tables
3. Calculations in Tables
4. Convert Text and Tables

E. Simulation

1. Palm Beach Pet Center I
2. Skill Builder 5

F. Organize Content

1. Quick Part and Building Blocks
2. Building Blocks Organizer
3. Headers/Footer from Quick Parts
4. Fields from Quick Parts
5. Assessment

G. Collaborate and Review

1. Skill Building
2. Comments
3. Manage Track Changes
4. Change Tracking Options
5. Compare and Merge Document Versions
6. Review Meeting Document
7. Assessment

H. Customize Templates and Styles

1. Customize Templates
2. Create and Modify Styles
3. Create Table of Authorities
4. Skill Building
5. Assessment

I. Share and Secure Content

1. Prepare Documents for Sharing
2. Check Document Content
3. Control Document Access
4. Protect Documents
5. Review
6. Assessment

J. Employability Skills

1. Resume
2. Employment Document

POFT 2333
Course Syllabi

Grade Scale

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

Course Evaluation

Final grades will be calculated according to the following criteria:

1. Timed Writings 30%
2. Daily Work 30%
3. Tests (Including Final Exam) 40%

Course Requirements

1. Attendance.
2. Use reference books and other library resources efficiently.
3. Apply effective oral communication techniques.
4. Preparation and presentation of report.

Course Policies

1. A grade of “C” or better must be earned in this course for credit toward degree requirements Proper classroom decorum must be maintained at all times.
2. No DISRUPTIONS will be tolerated and in this classroom, we will respect one another’s right to learn.
3. No food, drinks, or use of tobacco products in class
4. Cell phones, headphones, and any other electronic devices must be turned off while in class.
5. Do not walk out of class early without talking to me before the class begins.
6. On exam day, all desks MUST be clear except for exam materials. All purses, backpacks, notebooks, etc. should be stored under the desks including CELL PHONES.
7. Makeup exams will not be given, unless arranged for in advance. If you miss an exam (including the final) for any reason, without making arrangements with me prior to the exam, you will receive a zero on that exam.
8. Exams will begin on time. If you are more than 5 minutes late for the Final Exam, you will not be allowed to take it.
9. Attendance is expected and required.

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.

Course Schedule

| Week | Topic | Reference |
|-------------|--|----------------------------|
| Week 1 | Course introduction and policies Skill Building, Timed Writings, MODULE 10 Apply Basic Commands | p. 288 pp. 294-315 |
| Week 2 | MODULE 11 Memo, E-mail, and Letter Assessment | pp. 332-335 |
| Week 3 | Module 11 (Cont'd) Modules 10 and 11 Assessment | |
| Week 4 | MODULE 12 Organize Tables Module 12 Assessment | pp. 341-361 |
| Week 5 | MODULE 13 Report Mastery Module 13 Assessment | pp. 365-385 pp. 399-414 |
| Week 6 | MODULE 14 Visual Content | pp. 419-430 |
| Week 7 | MODULE 14 (Cont'd) Module 14 Assessment | pp. 436-448 |
| Week 8 | MODULE 15 Merge Documents | pp. 452-470 |
| Week 9 | Module 15 Assessment MODULE 16 Palm Beach Pet Center I | pp. 478-487 |
| Week 10 | MODULE 16 (Cont'd) MODULE 17 Organize Content | pp. 501-517 |

POFT 2333
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|-------------|--|------------------|
| Week 11 | Module 17 Assessment MODULE 18 Collaborate and Review | pp. 527-554 |
| Week 12 | Module 18 Assessment MODULE 19 Customize Templates and Styles | pp. 560-580 |
| Week 13 | Module 19 Assessment MODULE 20 Share and Secure Content | pp. 590-602 |
| Week 14 | Module 20 (Cont'd) Module 20 Assessment | |
| Week 15 | MODULE 21 Employability Skills Review for Final Exam | pp. 612-628 |
| Week 16 | Final Exam | |