POFI 1329
Beginning Keyboarding

Credit: 3 semester credit hours (2 hours lecture, 2 hours lab)
Prerequisite: None

Course Description
This course focuses on skill development in the operation of the keyboard by touch applying proper keyboarding techniques. The emphasis of this class is on development of acceptable speed and accuracy levels and formatting basic business documents. This is a web-enhanced course. *Level: Beginning level.*
***A grade of "C" or better must be earned in this course for credit toward degree requirements.**

Required Textbook and Materials *(furnished by students)*
- Bundle: <u>Keyboarding and Word Processing Essentials</u>, Lessons 1-55, 19th +Keyboarding Pro Deluxe Online Lessons 1-55 Instant or Printed Access Card, VanHuss, Forde, Woo, & Robertson, 19th Edition. 2014. South-Western Cengage Learning. ***PRINTED VERSION, NO DIGITAL.***
  - ISBN number is 978-1-285-57630-5 (bundle with KeyboardingPro Deluxe Online) *(You need to have access the second day of class.)*
    - URL http://www.cengagebrain.com/shop/en/US/storefront/US?cmd=CLHeaderSearch&fieldValue=978-1-285-57632-9
    - Book companion: http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781133588979&token *(Data files, practice quizzes, enrichment activities, glossary, links, etc.)*
- USB to save your daily work *(second day of class)*

Course Objectives
Upon completion of this course, the student will be able to
1) Demonstrate correct basic keyboarding techniques by touch.
2) Key a minimum of 30 words per minute timed writing with no more than three errors.
3) Apply proofreading and editing skills.
4) Create and format basic business documents using MS Word 2013.
5) Be aware of the effective human relations and communication in a professional working environment.

Course Outline
I. Develop touch typing/keying skill
II. Keyboarding technique
   A. Learn alphabetic keys by touch.
      1. Home row, space bar, enter, I.
      2. E and N
      3. Left shift, H, T, period
      4. R, right shift, C, O
      5. W, Comma, B, P
      6. G, ?, X, U
      7. Q, M, V, Apostrophe
      8. Z, Y, Quotation mark, Tab
   B. Learn numeric keypad.
   C. Learn figure and symbol keys
      1. 1 and 8
      2. 5 and 0
      3. 2 and 7
      4. 4 and 9
      5. 3 and 6
      6. $ and hyphen, number expression
      7. # and /
      8. % and !
      9. (and), backspace key
      10. & and :, proofreader marks
      11. other symbols
   D. Build skill improving speed and accuracy
   E. Word 2013 Essentials
      1. Getting started with Word 2013
      2. Getting started with KPDO
      3. Paragraph formats
      4. Format paragraphs/Navigate documents
      5. Clipboard commands and center page
   F. Memos and Letters
      1. Memos
      2. E-mails
      3. Business block letter format
      4. Business envelopes
   G. Electronic typewriter module

Grading System
     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 - 35%**

    <u>Speed & Accuracy</u>

    During the semester, students will have 5-minute timed writings to evaluate speed, accuracy, and proofreading skills. See the chart for the timed writings grading system.

2) **DAILY WORK/ASSIGNMENTS - 15%**

    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 **<u>five</u>** or more errors will be considered void (0 pts.). Late work will not be accepted.

3) **EXAMINATIONS – 30%**

    PERFORMANCE TESTS – 20%

    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.

    <u>Proofreading</u>

    Proofreading is an important technique that you need to develop for all my courses. It is expected that all your work be perfectly proofread. Students will receive either an A or an F for proofreading. A grade of **A** is for a <u>perfectly</u> proofread document and **F** for <u>incorrect</u> proofread documents.

    OBJECTIVE TESTS – 10%

    Objectives tests will be administered during the semester. To improve your chances to succeed in these tests, you should take notes during the semester, attend class regularly, and read and practice from your textbook.

4) **TECHNIQUE – 10%**

    A proper technique is the foundation for successful touch keyboarding. Correct technique and posture must be observed during the time you are operating a keyboard. It is extremely important that you follow rules of proper behaviors and body position in an academic or a professional environment (a checklist is in your book). A correct position will help you improve your skill and develop good keyboarding habits. Good working practices and a positive attitude will help you to succeed in your personal and professional life.

4) **FINAL TEST – 10%**

Course Requirements

1. **Regular attendance is essential to pass this class**.
2. Read, listen, key, and write proficiently.
3. Purchase required textbook and software access code for the course the first day of class.
4. Do lessons in **Keyboarding Pro Deluxe ONLINE** and exercises in **MS Word 2013** as assigned.
5. Utilize proper keyboarding techniques to cultivate skill as a **TOUCH** typist.
6. Do lessons and drills as requested by instructor.
7. Turn in work on time. Late submissions are not accepted.
8. Turn documents on time.
9. Do hands-on practice in lab as assigned.
10. Resubmit work to be checked by the instructor **as many times as necessary**.
11. Use **BLACKBOARD®** to get information, do file submission, and/or to take quizzes/tests.
12. Use email to stay informed and communicate with instructor.
13. **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.
14. 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 (Office Technology students).

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.

Activities
Supplementary Skillbuilding Activities
Keyboarding Pro DELUXE Online (KPDO) Skill Builders (20 lessons)
Skill Builders 1
Skill Builders 2
Skill Builders 3

Supplementary Communications Activities
Keyboarding Pro DELUXE Online (KPDO) Communications Skills

Correlation of Textbook and Software Applications
Lessons 1-25   KeyboardingPro Deluxe (learning of new reaches)
Lessons 26-55 KeyboardingPro Deluxe, Word 2013, Blackboard (documents and formatting)

Software
Keyboarding Pro Deluxe Online (KPDO)
MS Word 2013

Course Content

Date	Lesson and Topic* Tentative Schedule	Pages
Aug. 21	Introduction. Read syllabus and guides for success. Computer login procedure, PaperCut system, update information in BB. **Homework**: 1. Bring flash drive (USB) 2. Purchase textbook and supplies. Commands, Word 2013, Content and Changes, KPDO…Your Tool for Success. ***All lessons need to be done in KeyboardingPro Online.**	Pp. iv-2
24	Introduction to **Keyboarding ProDeluxe and log in process. Level I** Discuss correct typing technique and home row. Do Skill Analysis. Developing Keyboarding Skill (Lessons 1-25) Module 1 – Alphabetic Keys Lesson 1 **(home row, space bar)**.	Pp. 3-7
26	Finish Lesson 1 Lesson 1R-Review *(Lessons will be collected daily for feedback)*	P. 8
28	Lesson 2 **(e, n)**	Pp. 9-10
31	Lesson 3 (**Review**)	Pp. 11-12
Sept. 2	Lesson 4 **(left shift, h, t, period), Lesson 4R**	Pp. 13-15
4	Lesson 5 **(r, right shift, c, o), Lesson 5R**	Pp. 16-18
7	**Labor Day Holiday (campus closed)**	

9	Lesson 6 (**w, comma, b, p**)	Pp. 19-20
11	Lesson 7 Review	Pp. 21-22
14	Lesson 8, (**g, question mark x, u**), **Lesson 8R**	Pp. 23-24
16	Lesson 9 (**q, m, y, apostrophe**)	Pp. 26-28
18	Lesson 10 (**z, y, quotation mark, tab**)	Pp. 29-30
21	Lesson 11 (**Review**) *Last day to drop classes or withdraw without academic penalty.*	Pp. 31-32
23	Lesson 12 (**Review and build skill**)	Pp. 33-34
25	Lesson 13 (**Review**) Skill Builder 1	Pp. 35-41
28	Module 2 – Figure and Symbol Keys Lesson 14 (**1, 8**)	Pp. 42-43
30	Lesson 15 (**5, 0**)	Pp. 44-45
Oct. 2	Lesson 16 (**2, 7**)	Pp. 46-47
5	Lesson 17 (**4, 9**)	Pp. 48-49
7	Lesson 18 (**3, 6**), **Lesson 18R**	Pp. 50-52
9-12	**Numeric Keypad** (**Six lessons and timed writings**)	App. A, REF2
14	Lesson 19 ($, – [hyphen], Number Expression Lesson 20 (#, /)	Pp. 53-56
16	Lesson 21 (**%** and **!**) Lesson 22 Parentheses ( ) and **Backspace** Keys, Proofreader's Marks	Pp. 57-58
19	Lesson 23 (**& and :**) Lesson 24 (**Other symbols**)	Pp. 59-64
21	Lesson 25 – **Assessment**	Pp. 65-78
23	**Skill Builder 2** ***TECHNIQUE EVALUATION*** ***TIMED WRITING 1 – (Speed, accuracy, & proofreading** <u>Turn in Modules 1 & 2 Daily work</u> (Lessons and Drills Reports Lessons 1-25)	
26	**TEST 1-Modules 1-2 (Lessons 1-25)**	
28	Catch up day. ***Thursday, October 29 - Last day to drop or withdraw with academic penalty.***	
30	**Word Processing Document Design (Lessons 26-55) Level II** Module 3 – Word 2013 Basics *(Documents will be collected daily for feedback)* Lesson 26 – Text Formats Begin 5-minute timed writings	Pp. 80-87
Nov. 2-4	Lesson 27 – Word 2013 Essentials	Pp. 88-95
6	Finish lessons	
9	Lesson 28 – Paragraph Formats	Pp. 96-101
11	Lesson 29 – Navigate and Review Documents Skill building exercises	Pp. 102-110
13	Finish lessons	
16	Lesson 30 – Clipboard Commands and Page Formats	Pp. 110-115

18	Lesson 31 - Palmetto Event Solutions, Inc. Skill building exercises. **Skill Builder 3** **Daily work is due for grading (Module 3)** *Resubmission*	Pp. 116-118
20	**TEST 2 (Lessons 26-30)** **(Objective & Performance)**	
23-25	Module 4 – Memos and Letters Lesson 32 – Memos *(Documents will be collected daily for feedback)*	Pp. 119-124
27	Lesson 33 – Block Letter Format	Pp. 125-130
30	Lesson 34 – Block Letter with Envelope	Pp. 131-134
Dec. 2	Finish block letters and envelopes Lesson 36 – Palmetto Event Solutions, Inc. Typewriter assignment is due	Pp. 140-141
4	Skillbuilding **Daily work is due for grading (Module 4)** *Resubmission* *TECHNIQUE EVALUATION* **TIMED WRITING 2 – (Speed, accuracy, & proofreading)**	
	At any moment, any document can be collected for grading.	
	FINAL EXAM **Wednesday, Dec. 9, 2015, 9:00-10:30 p.m. in TC 204**	

Contact Information:

Instructor: Lizzette M. Rivera
Office: Office 228, Technology Center
Telephone No.: 409-839-2082
Email: lrivera@lit.edu
Office Hours: MW 8:30-9:00, 1:10-3:30 p.m.
                 TR 8:30-9:30, 12:45-2:00 p.m.