

# **POFI 2301**

## **Intermediate Keyboarding**



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

**Prerequisite:** None

### **Course Description**

A continuation of keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis is on proofreading, editing, following instructions, and keying documents from various types of copy. **Course requisite:** POFT 1329 - Beginning Keyboarding with "C" or better grade.

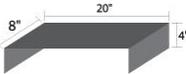
*\*A grade of "C" or better must be earned in this course for credit toward degree requirements.*

### **Course Objectives**

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

- 1) Produce alphabetic, alphanumeric, and numeric material with speed and accuracy.
- 2) Demonstrate proper keyboarding techniques including touch technique.
- 3) Key a minimum of 40 wpm for 5 minutes with less than 5 errors.
- 4) Demonstrate an acceptable level of keyboarding skills with proficiency.
- 5) Use proofreading skills to detect and correct errors to produce professional-looking documents.
- 6) Use word processing concepts and commands properly to produce mailable documents.
- 7) Format correctly the following business documents to produce mailable copies: business letters, memorandums, reports, tables, and flyers.
- 8) Be aware of the effective human relations and communication in a professional working environment.

***Textbook and Materials*** (furnished by students)

- **Keyboarding & Word Processing Essentials, Microsoft Word 2013, Lessons 1-55**, VanHuss, Forde, Woo, & Robertson, 19<sup>th</sup> Edition. 2014. South-Western Cengage Learning.
- **Keyboarding Pro DELUXE Online Lessons 1-55 Instant Access (ISBN 9781285176963)**
  - **DO NOT LINK THIS ACCOUNT WITH THE BEGINNING KEYBOARDING ACCOUNT.**
- USB **drive** to save your daily work. (The approximate cost is \$10. Buy one that you can hang on a keychain or necklace.)
- Prepare a no peek keyboard cover (Dimensions: 8" x 20" )
- Binder (1 or 1 ½") with paper to put your daily work, handouts, and other materials or a two-pocket folder and a notebook.
- **Red** ink pen for proofreading.
- Memo/steno pad
- Calendar or planner
- Small stapler, staples, clips
- Pens and #2 pencils
- Yellow highlighter

***Course Outline***

- I. Skill building Development (during the semester)
- II. Word Processing Essentials
- III. Business Correspondence Essentials
  - a. Interoffice memo
  - b. Formatting e-Mails
  - c. Block Letter format
  - d. Envelopes
  - e. Modified block letter format
- IV. Report Essentials
  - a. Unbound report
  - b. Title page
  - c. Multi-page reports
  - d. Leftbound report with long quotations
  - e. Report with reference page
  - f. Report with footnotes
  - g. Traditional report
- V. Table Essentials
  - a. Creating tables
  - b. Enhance table appearance
  - c. Change table structure
  - d. Format tables
  - e. Tables within documents
- VI. Editing Essentials
  - a. Editing essentials
  - b. Edit letters
  - c. Edit memos and e-mail

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- d. Edit tables and reports
- e. Edit documents
- VII. Graphics Essentials (if time permits)
  - a. Basic graphics
  - b. Document with graphics
- VIII. Typewriter unit

### ***Grading System***

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

### ***Course Requirements***

- 1) **Submit summaries the last day of class:**
  - a. **KeyboardingPro → Skill Building → Accuracy and Speed Emphasis**  
These are 20 lessons and 5 assessments due the last week of class.  
Student must have the access code to access this site.
  - b. **Do Communication Skills exercises.**
  - c. **Drills in Skill Builder.**
- 2) **Regular attendance is essential to pass this class.**
- 3) The students must be able to read, listen, key, and write proficiently.
- 4) Purchase required textbook and website access code for the course the first day of class.
- 5) Do lessons in **Keyboarding Pro Deluxe ONLINE** and exercises in **MS Word 2013** as assigned.
- 6) Utilize proper keyboarding techniques to cultivate skill as a **TOUCH** typist.
- 7) Do lessons and drills as requested by instructor.
- 8) Turn in work on time. Late submissions are not accepted.
- 9) Turn in documents on time.
- 10) Do hands-on practice in lab as assigned.
- 11) Resubmit work to be checked by the instructor **as many times as necessary**.
- 12) Use **BLACKBOARD®** to get information, do file submission, and/or to take quizzes/tests.
- 13) Use email to stay informed and communicate with instructor.
- 14) **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.
- 15) 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).*

## **Course Evaluation**

### **1) TIMED WRITINGS**

#### **Speed & Accuracy - 25%**

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.

#### **Important Points**

- Speed development is built by repetition. This requires extensive and consistent practices.
- You need to have time to practice and motivation to improve your speed and control the errors.
- Reaches must be mastered by **touch**, NOT by looking at the keyboard.
- Do corrective drills that focus on specific letters, fingers, rows, key combinations, or types of errors such as transpositions or opposite fingers.

### **2) DAILY WORK/ASSIGNMENTS - 20%**

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.

During the semester, you will do exercises in *Keyboarding ProDeluxe* which provides additional skill building practice to improve your typing technique and accuracy. It is your responsibility to do the assigned exercises during the semester. At the end of the semester, summary reports of your practices will be collected. (Always use the same account to keep your lessons together.)

#### **PROOFREADING**

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 perfectly proofread document and **F** for incorrect proofread documents. You need a red ink pen and the use of proofreader's marks to check your printouts.

### **3) EXAMINATIONS – 50%**

#### **Performance Tests – 40%**

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.

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 AND WORKING PRACTICES – 5%**

**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.

**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](http://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**

| Date    | Tentative Class Schedule   | Pages       |
|---------|--|-------------|
| Jan. 15 | Introduction<br>Read syllabus, class rules, & collect personal information sheets<br>Assign typewriter exercise<br>HW: Purchase textbook and supplies. |             |
| 18      | NO CLASS – MLK Day (campus closed)   |             |
| 20      | <b>MODULE 3 – WORD 2013 BASICS</b> (review)<br>Diagnostic assessment (Papers will be collected daily for feedback.)<br>Skill building                  |             |
| (22)    | Lesson 31 – Assessment for Module 3 (review)   | pp. 116-118 |

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|           |  |             |
|-----------|--|-------------|
| 25        | Typewriter assignment due<br>Review, Q&A, skill building   |             |
| 27        | <b>MODULE 4 – MEMOS, E-MAILS, AND LETTERS</b><br>Lesson 32 – Memos   | pp. 119-124 |
| (29)      | Lesson 33 – Block letter format  | pp. 125-130 |
| Feb. 1    | Lesson 34 – Envelopes<br>Last day to drop classes or withdraw without academic penalty.  | pp. 131-134 |
| 3         | Lesson 35 – Modified block letter format and envelopes (new)   | pp. 135-138 |
| (5)       | Continue Lesson 35   |             |
| 8         | Lesson 36 – Palmetto Event Solutions, Inc.   | pp. 139-141 |
| 10        | Continue Lesson 36<br>Feb. 11 → Students dropped from classes for non-payment (after 5:00 p.m.)←   |             |
| (12)      | Lesson 37 – Assessment Module 3 and 4 (Review)<br>Skill building   | pp. 142-143 |
| 15        | <b>TEST MODULE 4 - Objective Part</b><br><b>EVALUATION I - SPEED, ACCURACY &amp; PROOFREADING</b>  |             |
| 17        | Daily work is due for grading (Module 4)<br><b>TEST MODULE 4 – Performance Part</b>  |             |
| (19) - 22 | <b>MODULE 5 – TABLES</b><br>Skill building. Lesson 38 - Create tables  | pp. 144-149 |
| 24        | Lesson 39 – Table Tools—Layout   | pp. 150-154 |
| (26)      | Catch up day, skill building (ACCURACY), review  |             |
| 29        | Lesson 40 – Change Table Structure   | pp. 155-159 |
| Mar. 2    | Lesson 41 – Table Tools—Design   | pp. 160-165 |
| (4)       | Lesson 42 – Palmetto Event Solutions, Inc.   | pp. 166-169 |
|           | Review, catch up day<br>Skill building   |             |
| 7         | <b>TEST MODULE 5 – Objective Part</b><br>Skill building<br>→Last day for students to notify the department of their major of their intent to graduate and to schedule a degree plan audit. |             |
| 9         | Daily work is due for grading (Module 5)<br><b>TEST MODULE 5 – Performance Part</b>  |             |
| 11        | <b>MODULE 6– REPORTS</b><br>Lesson 43 – Unbound report   | pp. 170-177 |
| 14-18     | Spring Break (No class; campus open)   |             |
| 21        | Lesson 44 - Leftbound report   | pp. 178-184 |
| 23        | Lesson 45 – Multiple-page report   | pp. 185-191 |
| 25        | Good Friday (No class; campus open)  |             |
| 28        | Reports continuation<br>Skill building   |             |
| 30        | Lesson 46 – Reports in MLA Style   | pp. 192-199 |
| April 1   | Reports continuation   |             |
| 1         | Last day to drop or withdraw for the semester is Friday, April 1   |             |
| 4         | Lesson 47- Reports in APA Style<br>Skill building<br>Last day to sign up in T4, Rm. 103, of intent to graduate.  | pp. 200-204 |
| 6         | Lesson 48 – Palmetto Event Solutions, Inc.   | pp. 205-209 |

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|   |  |             |
|---|--|-------------|
|   | Skill building   |             |
| 8   | Lesson 49 – Assessments Modules 5 and 6.   | pp. 210-211 |
| 11  | <b>TEST MODULE 6 – Objective Part</b><br><b>EVALUATION II - SPEED, ACCURACY &amp; PROOFREADING</b><br>Daily work is due for grading (Module 6) |             |
| 13  | <b>TEST MODULE 6 – Performance Part</b>  |             |
| 15  | <b>MODULE 7 – GRAPHICS</b><br>Skill building<br>Lesson 50 – Pictures and Online Pictures   | pp. 212-219 |
| 18  | Lesson 51 – SmartArt and WordArt   | pp. 220-226 |
| 20  | Lesson 52 – Documents with Columns   | pp. 227-231 |
| 22  | Lesson 53 – Palmetto Event Solutions, Inc.   | pp. 232-235 |
| 25  | Daily work is due for grading (Module 7)<br>Review/catch up day  |             |
| 27  | <b>MODULE 8 – PALMETTO EVENT SOLUTIONS, INC.</b><br>Lessons 54-55  | pp. 236-242 |
| 29  | Continuation   |             |
| May 2-4   | <b>MODULE 9 – WEB APPS</b><br>Web Apps<br>Palmetto Event Solutions, Inc.   | pp. 243-250 |
| 6   | <b>EVALUATION III - SPEED, ACCURACY &amp; PROOFREADING</b><br>Catch up day   |             |
| 11  | <b>FINAL EXAM</b><br>Wednesday, May 11, 2016<br>11:00 a.m. – 12:45 p.m. in TC 204.   |             |
| *The last day to drop or withdraw for Spring 2016 is Friday, April 1. Please be aware that if you stop attending the class and do not drop the class officially, you will be assigned an F and this is entered into your grade point average. Therefore, if you desire to drop, please be sure to follow proper procedures and observe the above dates. |  |             |

### *Useful URLs*

- Thomson South-Western – Textbook’s website (data files, practice quizzes, enrichment activities, glossary, links, etc.)
  - [http://www.cengagebrain.com/cgi-wadsworth/course\\_products\\_wp.pl?fid=M20b&product\\_isbn\\_issn=9781133588948&token=](http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781133588948&token=)
- MLA Formatting and Style Guide
  - <https://owl.english.purdue.edu/owl/resource/747/01/>
- Typing Test
  - <http://www.mrkent.com/kb/kbtest.htm>
- Test Your Typing Skills
  - <http://www.typingtest.com/>
- Typer Shark
  - <http://www.shockwave.com/gamelanding/typershark.jsp>
- Free Online Typing Course
  - <http://www.goodtyping.com/default.htm>
- Typing Training
  - [http://www.typingtraining.com/upgrade\\_notice.html](http://www.typingtraining.com/upgrade_notice.html)
- Patricia Graber’s website
  - [http://www.cheltenham.org/webpages/pgraber/typing\\_web\\_links.cfm?subpage=752994](http://www.cheltenham.org/webpages/pgraber/typing_web_links.cfm?subpage=752994)

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- Test Your Knowledge with Flash Games (grammar & punctuation)
  - [http://www.cengage.com/bcomm/williams/flash\\_games/flash\\_games.html](http://www.cengage.com/bcomm/williams/flash_games/flash_games.html)
- Lamar Institute of Technology Academic Calendar
  - <http://www.lit.edu/PDFView.aspx?PDF=8c>

**Contact Information:**

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Office Hours: M T W 12:45-3:15 p.m.  
Th 12:45-4:00 p.m.  
F 10:00 a.m.-noon