

Foundation Skills: F1,3,4,5,6,7,8,9,10,11,12,13,15,16,17
Competency Skills: C2,5,6,7,14,15,16,18,19

COURSE SYLLABUS

FALL 2021

COURSE TITLE: POFT 1329 Keyboarding and Document Formatting
Section 151; Internet - Arranged
INSTRUCTOR: Pat Dennis
OFFICE: LC120F, 806-716-4638
E-MAIL: pdennis@southplainscollege.edu

OFFICE HOURS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1-4 PM	By Appt.	1-4 PM	By Appt.	10:00AM-12:00 PM

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 skillbuilding drill work. Basic document processing is introduced using word processing software.

Disclaimer Statement: This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

COVID INFORMATION

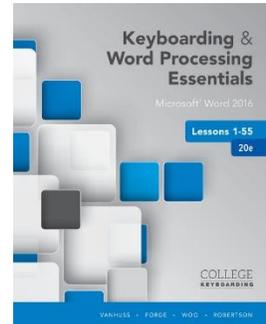
If you are experiencing any of the following symptoms please do not attend class and either seek medical attention or get tested for COVID-19.

- 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.

TEXT AND OTHER MATERIALS:

Keyboarding & Word Processing Essentials, Microsoft Word 2016, Lessons 1055, 20e, VanHuss-Forde-Woo-Robertson



TextBook Program: *This course is in the SPC TextBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TextBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **How do I access my TextBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- **Help with TextBook issues and support:** check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
- **Opting out of TextBook:** Participating in TextBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course *[textbook/digital content]* and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TextBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

**Please consult with your professor before deciding to opt-out.*

NOTE: This class is part of Cengage Unlimited Institutional. Do NOT opt out until you talk to all of your instructors who use a Cengage product. You may rent up to four (4) physical textbooks through Cengage Unlimited for \$7.99 each! If you think a hardcopy of your text would help you, I would definitely take advantage of this!

If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **tfewell4texasbookcompany@gmail.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / **Phone:** 806-716-2399

Email: agamble@texasbook.com / **Phone:** 806-716-4610

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

IMPORTANT NOTE ABOUT OBTAINING YOUR MATERIALS: IF YOU OBTAIN COURSE MATERIALS FROM A SOURCE OTHER THAN THE SPC BOOKSTORES, WE WILL NOT BE ABLE TO ASSIST YOU IF THE MATERIALS ARE NOT APPROPRIATE FOR THE COURSE. Courses in technology-related fields commonly require access codes for technology-based learning and assessment systems such as SAM. ISBNs for textbooks about and that include technology are regularly updated for relevance by the book publisher; ISBNs you find at non-instructor approved sources may not be the ISBN required by your instructor. Thus, we can only guarantee that new materials obtained according to the information in this document—and obtained just prior to the beginning of the term—will work for the course.

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>

<https://southplainscollege.blackboard.com/>

Please test your computer to make sure that you can access all of these sites

Anti-virus Software: Please make sure that your computer has an up-to-date anti-virus software program installed.

COURSE STRUCTURE

This course is an online course, which means that you will access course information and respond to me through the use of the Internet. Blackboard is used to deliver and manage this course. It is a software package that was written to help manage online courses. There is help available for students at the SPC Online Web site. 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 to you for help. You can contact me by e-mail, telephone, or come by my office.

Microsoft Office

System Requirements

A fully installed Microsoft Office® version is required to complete most Keyboarding in SAM projects. This may be Office 2016 or Office 2019/365. There are minor differences but both should work.

ATTENDANCE POLICY

Even though this is an online class, students still have to access the course on a regular basis of at least four times per week. If you can login every single day that's even better. Keyboarding skill is gained by practice and repetition. 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 in order 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. ***Minimum log in for the course is at least four (4) days per week.***

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 drop date for the semester which is **Thursday, December 2. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "F" (not an "X"). **Always contact your instructor before dropping a class.****

ASSIGNMENT POLICY

Daily work should be done at a pre-determined time each day. Consistency is very important in your success in learning the keyboard. Follow the directions on the screen. If you miss the deadline, **the grade will be a 0**. In the first 25 lessons, if you do them to the best of your ability and try to be accurate, you should make 100 on those lessons. You must stay on schedule and complete the assignments as shown on the course calendar. We cover several chapters a week so you must work on keyboarding a little each day. Keyboarding cannot be learned and developed if you wait until the due date to start. Motor skills take time and repetition! Some lessons will contain word processing documents that must be completed and the grading will be very different from the first 25 lessons. An algorithm is used in grading. In most cases, grades are based on how many correct steps you can do in comparison to the total number of steps in the problem.

Remember 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!

EXAMINATION POLICY

A final exam will be given covering Lessons 26-45.

GRADING POLICY

Final grades will be calculated as follows:

Average of Lessons 1-48	40%
Average of all Palmetto Event Solutions	20%
Average 5' graded timings (best three)	30%
FINAL (Word exam over Lessons 26-45)	10%

NOTE: For lessons 1-25, you must complete the assigned lessons by the due day. If you do, in most cases you will receive 100 for those lessons. Lessons not turned in by the deadline will receive a 0. Starting with Lesson 26, you will start to learn some basic skills in Word. These lessons will be graded by an algorithm that compares how many correct steps you achieve in comparison to the total number of steps

Thirty percent of your grade will be based on three 5' timed writings that will be completed near the end of the course. Do not worry about this when you're in the earlier lessons.

Remember, your goal is to learn the keys and reaches for all letters, numbers, & symbols by touch. This is achieved by practice. DO NOT LOOK AT YOUR HANDS! Keep your eyes on the text on the screen.

Final grades will be based on the following scale:

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

**POFT 1329—Beginning Keyboarding
Grading Scale for 5 Minute Timings
Open from 12-6-21 through 12-12-21
Best three (3) timings will be averaged**

		Errors					
Speed		0	1	2	3	4	5
A	40+	100	99	98	97	96	95
	39	99	98	97	96	95	94
	38	98	97	96	95	94	93
	37	97	96	95	94	93	92
	36	96	95	94	93	92	91
	35	95	94	93	92	91	90

B	34	89	88	87	86	85	84
	33	88	87	86	85	84	83
	32	87	86	85	84	83	82
	31	86	85	84	83	82	81
	30	85	84	83	82	81	80

C	29	79	78	77	76	75	74
	28	78	77	76	75	74	73
	27	77	76	75	74	73	72
	26	76	75	74	73	72	71
	25	75	74	73	72	71	70

D	24	69	68	67	66	65	64
	23	68	67	66	65	64	63
	22	67	66	65	64	63	62
	21	66	65	64	63	62	61
	20	65	64	63	62	61	60

F	19 & Below	59	58	57	56	55	54
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Timings with more than five (5) errors will not count.

Tutoring Information

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations. <http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Tutor.com

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times: Monday – Thursday: 8 p.m.-8 a.m.
6 p.m. Friday – 8 a.m. Monday morning

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

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. **This simply means do your own work!**

COURSE STUDENT LEARNING OUTCOMES:

1. Upon completion of POFT 1329, the student will be able to:
2. Demonstrate keyboarding techniques.
3. Apply proofreading and editing skills.
4. Create basic business documents.
5. Demonstrate the use of Microsoft Word features.

COURSE PERFORMANCE OBJECTIVES:

1. Key the alphabetic keys, numeric keys and symbols by touch and proper techniques.
2. Build speed on straight-copy text.
3. Build keyboard speed and accuracy.
4. Apply keying, formatting, and word processing skills.
5. Revise text marked with proofreaders' marks (rough draft) and the BACKSPACE key.
6. Navigate, review, and edit documents.
7. Compose simple documents.
8. Gain an understanding and appreciation of working in a real-world work setting.
9. Learn and apply Word 2016 commands.
10. Create, save, and print documents.
11. Apply text, paragraph, and page formats.
12. Format a memo.
13. Create, format a table and apply table design.
14. Integrate tables in letters and memorandums.
15. Apply document themes and styles to headings of a report
16. Type a minimum of 25 w.p.m. on a 5-minute timed writing with no more than 5 errors.

CONTENT OUTLINE

POFT 1329—BEGINNING KEYBOARDING WEEKLY ASSIGNMENTS

Level 1: Lessons 1-25: This level is devoted solely to learning the keyboard and building skill. Mastering keyboarding skills requires continual diligence and repetition; therefore, technique drills and speed and accuracy drills are included in almost every lesson in Level 1. You may repeat these lessons until the deadline. You can refer to the online text for explanations; however, follow the assignments that are online only.

Weeks	Lessons	Content
Week 1 (Opens 8-25-21, Due 9-5-21)		Alphabetic Keys (Lessons 1-13) You will be required to do a Skill Analysis Test when you login the first time.
Due 9-5-21	1 & 1R	Home Row, Space Bar, Enter, I; Review; 1R Review
Due 9-5-21	2	E & N
Due 9-5-21	3	Review
Week 2 (Opens 9-6-21, Due 9-12-21)	4 & 4R	Left Shift, H, T, Period, 4R Review
Due 9-12-21	5 & 5R	R, Right Shift, C, O; 5R Review
Due 9-12-21	6	W, Comma, B, P
Week 3 (Opens 9-13-21, Due 9-19-21)	7	Review
Due 9-19-21	8 & 8R	G, Question Mark, X, U; 8R Review
Due 9-19-21	9 & 9R	Q, , M, V, Apostrophe; 9R Review
Week 4 (Opens 9-20-21, Due 9-26-21)	10	Z, Y, Quotation Mark, Tab
Due 9-26-21	11	Review
Due 9-26-21	12	Review
Due 9-26-21	13	Review
Due 9-26-21		Skill Builder 1

Week 5 (Opens 9-27-21, Due 10-3-21)		Figure and Symbol Keys (Lessons 14-25)
Due 10-3-21	14	1 and 8
Due 10-3-21	15	5 and 0
Due-10-3-21	16	2 and 7
Week 6 (Opens 10-4-21, Due 10-10-21)	17	4 and 9
Due 10-10-21	18 & 18R	3 and 6, 18R Review
Due 10-10-21	19	\$ and – (hyphen)
Week 7 (Opens 10-11-21, Due 10-17-21)	20	# and /
Due 10-17-21	21	% and !
Due 10-17-21	22	(and), Backspace Key
Week 8 (Opens 10-18-21, Due 10-24-21)	23	& and : (colon), Proofreaders' Marks
Due 10-24-21	24 & 24R	Other Symbols; 4R
Due 10-24-21	25	Skill Builder 2

Level 2 Lessons 26-48: This level teaches the basic word processing commands and the major business document formats, interoffice memos, business letters (block and modified block styles with envelopes), tables, and simple reports. This level also focuses on proofreading and editing documents. You will have five attempts on these; however, each uncorrected error will deduct five points from your grade.

		Word 2016 Essentials & (Lessons 26-31)
Week 9 (Opens 10-25-21, Due 10-31-21)	26	Getting Started with Word—Read lessons and make sure you understand the information
Due 10-31-21	27	Word 2016 Basics
Due 10-31-21	28	Paragraph Formats
Opens 11-1-21, Closes 12-5-21	36b, 38b, 41b, 42b, 43b, 48c, 54b	Practice Five-Minute Timings—You may complete these practice five-minute timed writings as many times as you wish.

Week 10 (Opens 11-1-21, Due 11-7-21)	29	Format Paragraphs/Navigate Documents
Due 11-7-21	30	Clip Board Commands & Center Page
Due 11-7-21	31	Palmetto Event Solutions, Inc.
		Memos & Letters (Lessons 32-37)
Week 11 Opens 11-8-21, (Due 11-14-21)	32	Memos
Due 11-14-21	33	Block Letter
Due 11-14-21	34	Block Letter with Envelope
	35	Modified Block Letter
Due 11-14-21	36	Palmetto Event Solutions, Inc.
		Tables
Week 12 (Opens 11-15-21, Due 11-21-21)	38	Create Tables
Due 11-21-21	39	Table Tools—Layout
Due 11-21-21	40	Table Tools—Change Table Structure
Due 11-21-21	41	Table Tools—Design and Tables Within Documents
Week 13 (Opens 11-22-21, Due 11-28-21)	42	Palmetto Event Solutions, Inc.
		Reports (Lessons 43-48)
Week 14 (Opens 11-29-21, Due 12-5-21)	43	Unbound Reports
Due 12-5-21	44	Leftbound Reports
Due 12-5-21	45	Multiple-Page Reports
	48	Palmetto Event Solutions, Inc. (some assignments omitted)
Week 15 (Opens 12-6-21, Due 12-12-21)	70b, 75b, 76b, 79b, 81b, 84b, 88b, 89b, 92b, 93b, 94b	Graded Timed Writings (Best three out of all attempts) Each timing can be done twice only. When you reach the accuracy/speed you're

		content with, you can stop.
Week 16 (Due 12-13-21)		FINAL—INFORMATION IN BB

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.**

AMERICANS WITH DISABILITIES ACT STATEMENT

SPC Standard Disability Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, Lubbock Center 806-716-4675 or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College -1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

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)