

## **Intermediate Keyboarding**

Course Number: POFT 2401 N1  
SCH: 4  
Prerequisite: Completed POFT 2203  
Semester: Fall 2019

### Instructor Information

Lisa Bowen  
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### Required Textbook

*Keyboarding and Word Processing. Complete Course, 20 e Microsoft Word 2016*  
Lessons 1-110, VanHuss, Forde, Woo. South-Western Cengage Learning, 2016. ISBN:  
978-1337-10327-5. Cengage Unlimited

### Course Description

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

### End of Course Outcomes

Demonstrate keyboarding techniques; apply proofreading and editing skills; and create basic business documents.

### Teaching Methods

- **Textbook and Software:** It is the student's responsibility to read and follow the instructions given in the assigned textbook and software lessons during class.
- **Assignments:** Complete all daily assignments and practice utilizing SAM Keyboarding online program.
- **Application Documents and Lab Assignments:** Application Documents are normally completed in class with instructor supervision. Lab Assignments are normally completed without instructor supervision. Outside daily practice on keyboarding skills and technique is encouraged.

## General Information

### Absentee Policy

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.

### EXCUSED ABSENCES

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

### MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

### Class Schedules

#### DAY CLASSES

Monday-Friday, 9 a.m.—3 p.m. (5 days per week)

#### NIGHT CLASSES

Monday-Thursday, 5:30 p.m.—9 p.m. (4 days per week)

The instructor MAY withdraw a student from a course if absences exceed five (5) up until the published last day for students to drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.

**\*\*Three tardies count as one absence\*\***

You are considered tardy from the designated class start time through the first 15 minutes of class. After that, you will be counted absent.

### Make-up Policy

The student is responsible for work missed because of illness, school business, religious holidays, military service or other circumstances.

Late Work: Unless due to an excused absence, for each day an assignment or test is late, you will lower your letter grade a full letter. Extensions may be granted in advance of the due date with reasonable cause. Exceptions may be made on an individual basis in cases of emergency. Unless you speak to the instructor BEFORE the assignment is due and an understanding is reached, the assignment is late.

### Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off- campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Cheating will not be tolerated.** The instructor will drop any student involved in cheating from the course with a grade of “F.” All assignments must represent the student’s own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action.

Students are required to originate, complete, and maintain their assignment documents in the network folders assigned to them using Texarkana College computer equipment. It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating, you violate a trust.

Cheating includes but is not limited to the following:

- copying files or lending your storage device to another student
- copying answers on exams or glancing at nearby exams
- printing work for someone else
- turning in assignments that have been used in other classes
- purchasing or selling assignments or exam materials
- using another student’s username and password or letting someone else use your login.

#### Classroom Rules of Conduct

You are to be respectful of your instructor and fellow classmates at all times. You are to refrain from surfing the Web or accessing any social network sites during class, unless directed by your instructor. You are encouraged to work together to solve problems; however, you must complete your own work.

- You are to refrain from “surfing” the Web or accessing any social network sites during class, unless directed by your instructor.
- You are to turn off cell phones, pagers, and any type of audio players.
- You are to remove headphones or ear buds.

**\*\*Cheating will result in an “F” for all involved in the act even if the person is in another class or previous semester. \*\***

### Additional Classroom Policies

Students are not allowed to bring food or drinks into the classroom, lab, or the Testing Center. The cost of damage to computer equipment, carpet, and furniture can be significant due to a minor mishap. Students are not allowed to bring a cellular phone, pager, or other wireless communication device for use in a classroom, lab, or the Testing Center without prior written approval from the Dean of Enrollment Management.

The viewing of pornography is prohibited and will result in being dropped from class with the grade of "F", and the Dean of Enrollment Management will take disciplinary action. The use of student e-mail for obscene or pornographic purposes is prohibited. Any form of harassment will result in dismissal from class with the grade of "F", and the Dean of Enrollment Management will take disciplinary action. The Computer Lab is under camera surveillance.

### Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3349, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

### Financial Aid:

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

### Student EMAIL:

Texarkana College uses a Texarkana College created and maintained email account for every student. This email account is used for official correspondence, communication to and from faculty and staff, and may be the only email recognized by faculty, staff, and administrators. Student emails are firstinitial.lastname and last four digits of ID#. Example: John Student whose ID# is 45678 has the email address of j.student5678@texarkanacollege.edu.

**Student Assessment & Grading Scale**

<b>Percentage</b>	<b>From</b>
<b>70%</b>	Daily Lessons
<b>20%</b>	Hess Pet Center I Project
<b>10%</b>	Timed Writings

  

<b>Final Grade</b>	<b>Average</b>
<b>A</b>	90 - 100
<b>B</b>	80 - 89
<b>C</b>	70 - 79
<b>D</b>	60 - 69
<b>F</b>	59 - Below

**POFT 2401 INTERMEDIATE KEYBOARDING  
COURSE GUIDE**

Key exercises listed on course guide (Lessons 76-93) and submit online for a grade. Students will be graded on proofreading, formatting, following instructions and production skills. Correct all errors prior to submittal. Completion of all lesson drills are mandatory for the learning process.

Time writings are designed to enhance each student’s speed and accuracy. Students will be given five-minute Students will have two attempts on each timed writing. The better of the two attempts will be the grade recorded.

Assignments	GRADE
Module 13 Mail Merge	
Lesson 76 Mail Merge	
Lesson 77 Edit the Data Source	
Lesson 78 Merge with Envelopes and Labels	
Lesson 79 Hess Office Park Keying Drills	
Lesson 80 Assessments Lessons 70-80	
Lesson 80 Assessment Module 12 and 13	
Timed Writings within Lessons 76-80	
Timing 76 B	
Timing 79 B	
Lesson 81-83 Hess Pet Center I Project Projects 1-10	
Timed Writings within Lessons 81-83	
Timing 81-B	
Module 15 Meeting, Travel, and News Documents	
Lesson 84 Agenda with Comments	
Lesson 85 Minutes with Track Changes	
Lesson 86 Itinerary	
Lesson 87 News Release	

Lesson 88 Hess Office Park Project Projects 1, 3, 4 and 5	
Timed Writings within Lessons 84-88	
Timing 84 B	
Timing 88 B	
Module 16--Employment Documents	
Lesson 89 Job Search Strategies	
Lesson 90 Resumes	

Lesson 91 Social Media and Employment Letters	
Lesson 92 Hess Office Park Project Projects 1 and 2	
Lesson 93 Assessment Lessons 84-93	
Lesson 93 Assessment Modules 15 and 16	
Timed Writings within Lessons 89-93	
Timing 89 B	
Timing 92 B	
Timing 93 B	

Daily Assignment Average x 70% \_\_\_\_\_

Hess Pet Center I Project x 20% \_\_\_\_\_

Timings Average x 10% \_\_\_\_\_

FINAL GRADE IN COURSE \_\_\_\_\_

NAME \_\_\_\_\_

STUDENT ID# \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_