Advanced Keyboarding

Course Number POFT 2333 NH1 HYB
Semester Credit Hours: 3
Prerequisite: POFT 2401NH1 HYB
Semester: 3ʳᵈ

Instructor Information:

Lisa Bowen, Instructor
Lab: Business Computer Technology Building, Lab 19
Telephone: 903.823.3063
Office Hours: Mon-Thurs: 2:45-5 PM
Office Phone: 903.823.3383
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Course Weekly Schedule

Wednesday, Tuesday, Wednesday, Thursday 7:30-8:20 PM

Face-to-Face/Online Cengage Unlimited

Daily Attendance Check In

Monday through Thursday 7:30
Tardy: 7:31-7:45 PM
Absent: After 7:46 PM (Failure to check in for attendance online will result in an absence unless you are present in the classroom, or a school holiday or break.)

Textbook—Available as E-Book through Cengage Unlimited Platform:

Carey | Oja | Parsons | Pinard | Shaffer| Shellman. *New Perspectives Microsoft Office 365 Office 2019 Introductory.* Cengage Learning with MindTap, 2019 ISBN: 978-0-357-02574-1

Course Description:

This course is designed to teach students to create polished, professional PowerPoint presentations for businesses or personal uses, Students will produce professional-looking presentation files and then deliver them to an audience. A presentation is a talk, formal lecture, or prepared file in which the person speaking or the person who prepared the file wants to communicate with an audience in a new skill or technique, or any of a wide variety of other topics. Students will learn helpful presentation media, video and audio aids that support key points and engage the audience's attention. PowerPoint is the most used tool for creating effective presentation media. Students will incorporate text with photos, drawings, music, and video to illustrate key points of a presentation.

Student Learning Outcomes for the Course:

- Plan and create a new presentation, create a title slide and slides with lists

- Edit and format text, move and copy text, duplicate, rearrange, and delete slides

- Change theme and variant, Insert cropped photos, resize and move objects, modify compression options

- Convert a list to SmartArt, run a slide show, print handouts, slides, apply themes
- Format shapes and pictures, rotate and flip objects, modify and format tables, apply transitions, animate objects and lists, add video and modify playback options
- Trim a video and set frame, compress media, create and modify SmartArt graphics
- Convert SmartArt graphics to shapes, group and ungroup shapes, add audio clip
- Apply WordArt, apply an artistic effect, print presentation
- Accept and reject track changes in a document, embed an *Excel* worksheet
- Link and *Excel* chart, modify and update a linked *Excel* chart, create bookmarks
- Insert and edit hyperlinks, create and publish a blog post, Insert a shape,
- Apply ligatures and stylistic set to text, compress photos, translate text
- Create a watermark, edit building blocks properties, copy a building block to another document or template, add properties to a document, insert and customize fields
- Learn about Trust Center settings, record and run macros, record an Auto Macro
- Plan and design an online form, split cells, rotate and align text, move gridlines, modify borders
- Change cell margins, learn about content controls, modify a placeholder text in content controls, cell referencing formulas, use formula in a table, group content controls, restrict editing for a form, fill in an online form.

Teaching Method--Hybrid

- **Lectures:** Students are offered chapter lectures as "in person" and "recorded online" Lectures. It is the student's responsibility to attend when in-class lectures are presented or to view the prerecorded online lectures for each chapter for better knowledge and understanding of the course.
- **Chapter Assignments, Exams, and Projects**: Students will participate in detailed end of chapter homework assignments with End of Module Trainings and Exams and then demonstrate what the student has learned by applying tasks to an end of module Project to be graded and review what the student learning outcome was for the module. All assignments are available on the Cengage Unlimited with MindTap electronic platform.

Grading Scale Summary

Percentage	From	Final Grade	Average
25%	Module Training	A	90-100
35%	Module Exams	B	80-89
40%	Module Projects	C	70-79
		D	60-69
		F	50-59

Business Office Technology/Medical Office Careers for N1 Hybrid
Policy and Procedure Document

Effective Date: Every new semester
Department: Workforce
Applies To: All Students Enrolled in the Part-time Business Office Technology/Medical Office Careers
Level 1 Certificate Programs

Attendance Policy

- Students are required to check in via Microsoft Teams or in lab, Monday through Thursday between **5:30 PM and 5:45 PM**

- Check-ins after **5:46 PM** are considered **Tardy**; check-ins after **6 PM** will be considered **Absent**.

- Failure to check in will result in an absence unless the student is physically present in class or the absence coincides with a recognized school holiday.

Absentee Policy

- Instructors may withdraw students from a course if unexcused absences exceed five (5) prior to the published Last Day to Drop.

- Absences exceeding this threshold after the drop deadline may result in a grade of "F" for the semester.

- Three (3) tardies equal one (1) absence.

- Students are considered tardy from the designated class start time up to 15 minutes into the session. After 30 minutes, the student is marked absent.

- Students leaving early, returning late during class, or showing absence in the online course may also result in an absence.

Excused Absences

Excused absences include:

- Official school trips or school business

- Military duty

- Religious holy days (per FBD LEGAL)

Students must follow proper notification procedures to qualify for make-up work. All other absences are considered unexcused unless otherwise stated in the instructor's syllabus.

Make-Up and Late Work Policy

- Students are responsible for all missed work due to absences.
- Late work is accepted only in cases of excused absences or emergencies.
- Instructors are not obliged to offer make-up opportunities for unexcused absences.

Academic Integrity Policy

Texarkana College maintains a zero-tolerance policy for scholastic dishonesty, including but not limited to:

- Cheating on exams
- Plagiarism
- Collusion
- Falsification of records

Violations will result in disciplinary action and may lead to dismissal from the course with a grade of **"F"**. This policy applies to all instructional settings, including the TC Testing Center and dual credit campuses.

Examples of Cheating Include:

- Copying files or sharing storage devices
- Glancing at or copying exam answers
- Printing work for others
- Submitting reused assignments
- Buying/selling assignments or test materials
- Sharing login credentials

Classroom Conduct

Students must:

- Show respect to instructors and peers
- Avoid unauthorized web browsing or social media use during class
- Collaborate ethically—no copying or cheating

Violations such as cheating, harassment, or viewing inappropriate content will result in dismissal from class with a grade of "F" and disciplinary action.

Additional Classroom Policies

- No food or drinks are allowed in classrooms or labs.

- Pornographic content and obscene email usage are strictly prohibited

- Harassment of any kind will result in immediate dismissal and disciplinary action

Disability Services

Texarkana College complies with the Americans with Disabilities Act (ADA). Reasonable accommodation is available upon request.

Contact: Tonja Blasé
Phone: 903.823.3349
Email: tonja.blase@texarkanacollege.edu

Students must present their accommodation letter to instructors immediately to ensure timely support.

Financial Aid Notice

Dropping a class may negatively impact your financial aid status. Students are strongly advised to consult the Financial Aid Office before withdrawing from any course.

Student Email Policy

All students are issued a Texarkana College email account, which is the official channel for communication with faculty and staff. Format: firstinitial.lastname####@texarkanacollege.edu

Example: a.student1234@texarkanacollege.edu