CENTRAL TEXAS COLLEGE
SYLLABUS FOR POFT 1329
BEGINNING KEYBOARDING

Semester Hours Credit: 3

INSTRUCTOR: __________________
OFFICE HOURS: ________________

I. INTRODUCTION

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

B. This is a required course in the Office Technology, Medical Office Technology, and Medical Documentation Specialist AAS degrees. This course is also a requirement on the General Office Assistant, Office Technology Support, Medical Documentations Specialist, and Medical Office Support certificates of completion. You will be required to demonstrate proficiency in the skills learned in this course in the internship or practicum courses.

C. This course in conjunction with other appropriate courses prepares students to enter the secretarial, office administration, word processing, office management, or health information management career fields. In addition this course offers basic word processing skills that can be used in many professional fields and for most personal applications.

D. Prerequisite: none

E. Alphanumeric coding used throughout this syllabus denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1,etc.).

II. LEARNING OUTCOMES

Upon successful completion of this course the student will:

A. Demonstrate keyboarding techniques. (C5, C6, C8, C15, C16, C19) (F8, F9, F11, F12, F13, F16, F17)

B. Create basic business documents. (C5, C6, C8, C15, C16, C19) (F8, F9, F11, F12, F13, F16, F17)

C. Apply proofreading and editing skills. (C6, C15, C16, C19) (F1, F5, F8, F9, F12, F16, F17)
D. Create basic business documents. (C1, C4, C6, C8, C15, C16, C18, C19) (F1, F2, F5, F7, F8, F10, F13, F16)

III. INSTRUCTIONAL MATERIALS

Instructional Materials for this course may be found at www.ctcd.edu/books

IV. COURSE REQUIREMENTS

A. Technique Practices. Speed and accuracy drills, problem assignments, and other preliminary assignments must be completed satisfactorily by the student. When required by the instructor, all technique practices, speed and accuracy drills, problem assignments, and other preliminary assignments must be submitted to the instructor.

B. Production Measurements. These assignments must be completed by the student and submitted to the instructor. Production measurements are due at the end of the class period or at the end of the time allotted by the instructor.

C. Mailability. This is the criteria for grading all production measurements. Mailability means that all production work must be of the same quality that is required in the business and education communities.

D. Class Performance. Students are personally responsible for attending class and for arriving on time. Students must observe fundamental rules of courtesy toward the instructor, assistants, and other students. Students will remain quiet during the class time, especially when other students are taking timed writing exams.

When absence from class is necessary, for any reason, the student has the responsibility to arrange to complete any assignments missed during the absence and to prepare for the next class period. Missing a previous class period in no way excuses the student for not being prepared for the next class period. If a student has failed to prepare for a class, the instructor is in no way responsible to that student since such repetition during class will slow the entire class to the extent that the class period’s objectives cannot be met.

V. EXAMINATIONS

A. Evaluation of Keyboard Mastery Drills: Keyboard mastery means that the student will learn which finger strikes each key on the face of the keyboard without looking at the keyboard. At the end of the class period, the instructor may review the
student’s drills to detect and correct any poor typing habits by the student. It is at the instructor’s discretion whether to give grades for the keyboard drills.

B. Evaluation of Production Measurements: After the student has mastered the keyboard, the student will key and turn in to the instructor different types of business correspondence. Production measurements which are the graded assignments must meet standards acceptable by the business and education communities. Students are not allowed to “re-do” work that they have turned in for a grade.

C. Each production measurement is assigned a value of 100 points. This table illustrates the categories of errors and the points deducted for each.

<table>
<thead>
<tr>
<th>Error Description</th>
<th>Points Deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>incorrect style</td>
<td>-10</td>
</tr>
<tr>
<td>misspelled or incorrect word</td>
<td>-10</td>
</tr>
<tr>
<td>incorrect vertical or horizontal placement or spacing</td>
<td>-10</td>
</tr>
<tr>
<td>omission of word, number, or part (per unit)</td>
<td>-10</td>
</tr>
<tr>
<td>addition of word, number, or part (per unit)</td>
<td>-10</td>
</tr>
<tr>
<td>incorrect or missing format codes</td>
<td>-10</td>
</tr>
<tr>
<td>incorrect capitalization (per occurrence)</td>
<td>-10</td>
</tr>
<tr>
<td>total disregard of instructions</td>
<td>-50</td>
</tr>
<tr>
<td>wrong exercise</td>
<td>-100</td>
</tr>
<tr>
<td>work not handed in or made up</td>
<td>-100</td>
</tr>
<tr>
<td>work handed in late (-10 for each class period)</td>
<td>-10</td>
</tr>
</tbody>
</table>

**Example:** If a student turns in a paper with incorrect style (-10), three misspelled words (-10 X 3 = -30) and incorrect horizontal placement (-10), the grade on that paper is 50. The instructor records the grade and returns the paper to the student.

Any production measurement not submitted will be recorded and averaged as a zero.

At the end of the course the instructor will sum and average (divide by the total number of items) the grades from production items. This average represents 55 percent of the total semester grade.

D. Evaluation of Timed Writings

The student will practice timed writings at various speeds throughout the course, starting with 1-minute, 2-minute leading to 5-minute timed writings for the final grade calculation.
Only those speed timings which meet the standards may be recorded as a grade. The method of recording is words a minute over number of errors. The instructor will give specific directions as to what timed writing documentation to hand in and when.

The student must pass two timings from two different timed writing options of any given speed range in order to receive the grade in that speed range. The student does not have to pass a lower speed before attempting a higher speed. Listed below are the timed writing standards and the grades assigned to each speed.

<table>
<thead>
<tr>
<th>SPEED RANGE</th>
<th>ERRORS ALLOWED</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>35+</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>30-34</td>
<td>3</td>
<td>90</td>
</tr>
<tr>
<td>25-29</td>
<td>2</td>
<td>80</td>
</tr>
<tr>
<td>20-24</td>
<td>2</td>
<td>70</td>
</tr>
<tr>
<td>19 and below</td>
<td>1</td>
<td>60</td>
</tr>
<tr>
<td>Any speed with 10 or more errors</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

VI. SEMESTER GRADE COMPUTATIONS

The student’s semester grade will be determined as follows:
A. Assessments ................................................................. 20%
B. Timed writings ............................................................. 10%
C. Practice work ............................................................... 54%
C. Quizzes ........................................................................... 16%

For this course to be used to satisfy the requirements for an Office Technology certificate, the student must make at least a grade of C. The student may repeat the course until he or she achieves a grade of C or better.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Withdrawal from course: It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student.
Application for Withdrawal will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows:

- Friday of 3rd week for 5-week courses
- Friday of 4th week for 6-week courses
- Friday of 6th week for 8-week courses
- Friday of 7th week for 10-week courses
- Friday of 9th week for 12-week courses

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. An Administrative Withdrawal: Results when a student is absent an excessive number of times as defined in the current Central Texas College catalog and/or other published amendatory documentation. In such a case, the student is dropped from the course with a grade of “F.”

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statue was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

C. Incomplete Grade: In keeping with College policy, the instructor may grant an incomplete grade in cases in which the student has completed the majority of the course work, but because of extenuating circumstances, is unable to complete the requirement for the course. Prior approval from the instructor is required before the grade of “IP” is recorded. Deadline for changing the IP grade is 110 days after the scheduled end of the course. An IP grade can be replaced with the student’s actual grade, including an F; but it may not be replaced with a W. At the end of the 110 calendar days if the student has not completed the remaining coursework as required by the instructor, the IP will be converted to an FI and appear as an F on the student’s official transcript.
D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

E. Americans With Disabilities Act (ADA): Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

G. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

IX. COURSE OUTLINE

A. Part One: The Alphabet, Numbers and Symbols Keys, Units 1-4, Lessons 1-20

1. Learning Outcomes: Upon successful completion of Unit One the student will achieve the following outcomes with measurable accuracy as assessed through drills/practice work, objective tests, and instructor observation:

   a. Using keyboarding software, type by touch the letter, number, and symbol keys.
   b. Demonstrate proper typing techniques
   c. Use the correct spacing with punctuation.
   d. Demonstrate proficiency of keyboarding skills with proven accuracy. On average error allowance of one word per 10 keyed.

2. Learning Activities:

   a. Lecture/demonstration of keyboarding program
   b. Completion of all lessons in keyboarding program

3. Unit One Outline: Keyboarding: The Alphabet

   a. Lesson 1 – Home Row Keys
   b. Lesson 2 – New Keys E, N, T
   c. Lesson 3 – New Keys O, R, H
d. Lesson 4 – New Keys I, left shift, and period
e. Lesson 5 – New Keys B, U, C

4. Unit Two Outline: Keyboarding: The Alphabet
a. Lesson 6 – New Keys right shift, W, M
b. Lesson 7 – New Keys X, P, and tab
c. Lesson 8 – New Keys Q, comma, and G
d. Lesson 9 – V, Y, Z
e. Lesson 10 – Review and reinforce

5. Unit Three Outline: Keyboarding: Numbers and Symbols
a. Lesson 11 – New Keys hyphen, 2, 9
b. Lesson 12 – New Keys 8, 5, and apostrophe
c. Lesson 13 – New Keys 4, 7, and colon
d. Lesson 14 – New Keys 6, 3, and forward slash
e. Lesson 15 – Review and reinforce

6. Unit Four Outline: Keyboarding: Numbers and Symbols
a. Lesson 16 – New Keys &, $, and zero
b. Lesson 17 – New Keys 1, ?, and @
c. Lesson 18 – New Keys %, (), and #
d. Lesson 19 – New Keys “, !, and *
e. Lesson 20 – Review and reinforce

7. Equipment and Materials:
   a. Computers and printers
   b. Web-based keyboarding program

B. Part Two: Basic Business Documents, Units, 5-8, Lessons 21-40

1. Learning Outcomes: Upon successful completion of Unit Two students will achieve the following outcomes with measureable accuracy through portfolio assessments, objective tests, and timed writings:

   a. Demonstrate improved speed and accuracy when operating the keyboard by touch.
   b. Demonstrate acceptable proofreading skills, including using proofreaders’ marks correctly.
   c. Demonstrate acceptable language arts skills in punctuation and grammar.
   d. Demonstrate acceptable composing and spelling skills.
   e. Use appropriate word processing commands necessary to complete
document processing activities successfully.

f. Analyze, evaluate, and edit documents for document formatting errors.

g. Correctly format e-mail, correspondence, reports, and tables.

h. Demonstrate proficiency of keyboarding skills with proven accuracy. On average error allowance of one word per 10 keyed.

2. Learning Activities:

a. Lecture/demonstration of keyboarding program
b. Completion of all lessons in keyboarding program

3. Unit Five Outline: Word Processing and E-Mail

a. Lesson 21 – Orientation to Word Processing A
b. Lesson 22 - Orientation to Word Processing B
c. Lesson 23 - Orientation to Word Processing C
d. Lesson 24 - Orientation to Word Processing D
e. Lesson 25 – E-Mail Messages

4. Unit Six Outline: Correspondence

a. Lesson 26 – Business Letters
b. Lesson 27 – Business Letters With Enclosure Notations
c. Lesson 28 – Envelopes and Labels
d. Lesson 29 – Memos and E-Mail with Attachments
e. Lesson 30 – Correspondence Review

5. Unit Seven Outline: Reports

a. Lesson 31 – One-Page Business Reports
b. Lesson 32 – Multipage Business Reports
c. Lesson 33 – Rough-Draft Business Reports with Lists
d. Lesson 34 – Multipage Academic Reports with Lists
e. Lesson 35 – More Rough-Draft Reports

6. Unit Eight Outline: Tables

a. Lesson 36 – Boxed Tables
b. Lesson 37 – Open Tables
c. Lesson 38 – Open Tables with Column Headings
d. Lesson 39 – Ruled Tables with Number Columns
e. Lesson 40 – Formatting Review

7. Equipment and Materials
a. Computers and printers
b. Web-based keyboarding program