CENTRAL TEXAS COLLEGE
OFFICE TECHNOLOGY
SYLLABUS FOR POFT 2333
ADVANCED KEYBOARDING

Semester Credit Hours: 3

INSTRUCTOR:____________________

OFFICE HOURS:____________________

I. INTRODUCTION
   A. A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making.

   B. This is a required course in the Office Technology Associate of Applied Science degree and the Office Technology Specialist certificate.

   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.

   D. Prerequisites: POFI 2301 or Departmental consent.

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

II. LEARNING OUTCOMES
   A. Upon successful completion of ADVANCED KEYBOARDING, the student will be able to:

      1. Apply mailability standards to business documents using word processing software. (C5, C6, C7, C8, C15, C18) (F1, F2, F5, F7, F8, F9, F13)

      2. Demonstrate proficient keyboarding techniques (C6, C8, C15, C19) (F1, F5, F8, F9, F10, F13, F16)

      3. Implement decision-making skills. (C1, C3, C6, C7, C8, C9, C13) (F1, F2, F5, F6, F7, F8, F9, F10, F13, F16)

III. INSTRUCTIONAL MATERIALS

   Instructional materials for this course may be found at www.ctcd.edu/im/im_main.asp

May 2019
IV. COURSE REQUIREMENTS

A. **Reading Assignments.** The student reads chapters from the textbook as assigned by the instructor.

B. **Daily Written Assignments.** Certain office applications/projects will be assigned to be submitted to instructor on the due date. The student will receive a grade. If these applications/projects are late, the instructor will assign a penalty of minus 10 points with no exceptions allowed.

C. **Mailability Evaluation of Typed Assignments.** The student will key and turn in to the instructor, certain types of communications: business letters, memorandums, formal reports, and tabulated reports. Assignments will be graded on the basis of mailability, that is, quality that is acceptable by the business community. These assignments will be due on the due date given. There will be no exceptions.

Each typed assignment is assigned a value of 100 points. This table illustrates the categories of errors and the points deducted for each.

<table>
<thead>
<tr>
<th>Point Deduction for Errors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Typographical</td>
<td>-10</td>
</tr>
<tr>
<td>Spacing</td>
<td>-10</td>
</tr>
<tr>
<td>Formatting</td>
<td>-10</td>
</tr>
<tr>
<td>Punctuation</td>
<td>-10</td>
</tr>
<tr>
<td>Misspelled words</td>
<td>-10</td>
</tr>
<tr>
<td>Omission of word(s) (each)</td>
<td>-10</td>
</tr>
<tr>
<td>Improper alignments</td>
<td>-10</td>
</tr>
<tr>
<td>Failure to center tables vertically and horizontally</td>
<td>-10</td>
</tr>
<tr>
<td>Incorrect start line</td>
<td>-10</td>
</tr>
<tr>
<td>Incorrect margins</td>
<td>-10</td>
</tr>
<tr>
<td>Incorrect formatting</td>
<td>-10</td>
</tr>
<tr>
<td>Late work</td>
<td>-10</td>
</tr>
<tr>
<td>Disregard for instructions given</td>
<td>-50</td>
</tr>
<tr>
<td>Incorrect assignment</td>
<td>-100</td>
</tr>
<tr>
<td>Work not handed in or made up</td>
<td>-100</td>
</tr>
</tbody>
</table>

a. students who do not meet their deadlines. NO EXCEPTIONS.

V. EXAMINATIONS

A. Six unit assessments will be given throughout the course. Each of these assessments is graded on the basis of a perfect score of 100 points.

B. There is a midterm and final exam objective test.

VI. SEMESTER GRADE COMPUTATION
A. Students will complete all assigned work during the semester.

B. Five-minute timed writings will be given throughout the semester. Timings are usually given at the beginning of a period. The student must submit at least two writings before the end of the semester. It is not necessary for the student to submit a timed writing every time one is taken. However, the instructor may wish to take up a set of timings on a given day just to see how each student is progressing. Only those timings which have five or less errors are recorded and counted toward the final total grade. The student must pass two timings within any particular speed range in order to earn the grade for that speed range. Timed writings represent 20 percent of the final grade.

C. These standards are to be used at the end of the semester. At the end of the semester the instructor will use the best two timings. Errors are based on one error per ten words. For example, typing 50 wpm will allow 5 errors, typing 60 wpm will allow 6 errors, etc…Timed writings comprise 20 percent of the student=s final grade.

<table>
<thead>
<tr>
<th>Words Per Minute</th>
<th>Errors</th>
<th>Score/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>50+</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>40-49</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>30-39</td>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td>29 and below</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>Any speed</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: 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 Friday of 12th week for 16-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 a 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. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet the College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.

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 statute 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 requirements 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.
H. **Scholastic Honesty**: All students of the Office Technology program are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and in examinations. Each student should avoid:

a. Plagiarism: the taking of passages or ideas from writings of others without giving proper credit to the source.
b. Collusion: working together with another person in the preparation of work unless such joint preparation is specifically approved in advance by the instructor.
c. Cheating: giving or receiving information on an examination, homework, or projects.
d. Students found guilty of scholastic dishonesty are subject to the Office Technology Department’s disciplinary action and CTC’s disciplinary committee; in addition, students are subject to having credit for courses canceled.

**VIII. COURSE OUTLINE**

A. **Part Five**: Specialize Applications, Units 17-20, Lessons 81-100

1. Learning Outcomes: Upon completion of this unit, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment.

   a. Demonstrate acceptable proofreading skills, including using proofreaders’ marks correctly.
   b. Demonstrate acceptable language arts skills in punctuation, grammar, and mechanics.
   c. Demonstrate acceptable language arts skills in composing and spelling.
   d. Use appropriate word processing commands necessary to complete document processing activities successfully.
   e. Correctly format international business documents, formal report projects, medical office documents, and legal office documents.
   f. Answer questions with acceptable accuracy on an objective test.

2. Learning Activities:

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

3. Unit Seventeen Outline:
   a. Lesson 81 – International Formatting: Canada
   b. Lesson 82 – International Formatting: Mexico
   c. Lesson 83 – International Formatting: France
   d. Lesson 84 – International Formatting: Germany
   e. Lesson 85 – International Formatting: China
4. **Unit Eighteen Outline: Formal Report Project**

   a. Lesson 86 – Formal Report Project: A
   b. Lesson 87 – Formal Report Project: B
   c. Lesson 88 – Formal Report Project: C
   d. Lesson 89 – Formal Report Project: D
   e. Lesson 90 – Formal Report Project: E

5. **Unit Nineteen Outline: Medical Office Documents**

   a. Lesson 91 – Medical Office Documents: A
   b. Lesson 92 – Medical Office Documents: B
   c. Lesson 93 – Medical Office Documents: C
   d. Lesson 94 – Medical Office Documents: D
   e. Lesson 95 – Medical Office Documents: E

6. **Unit Twenty Outline: Legal Office Documents**

   a. Lesson 96 – Legal Official Documents: A
   b. Lesson 97 – Legal Official Documents: B
   c. Lesson 98 – Legal Official Documents: C
   d. Lesson 99 – Legal Official Documents: D
   e. Lesson 100 – Legal Official Documents: E

**B. Part Six:** Using and Designing Business Documents, Units 21-24, Lessons 101-120

1. **Learning Outcomes:** Upon completion of this unit, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment.

   a. Demonstrate acceptable proofreading skills, including using proofreaders’ marks correctly.
   b. Demonstrate acceptable language arts skills in punctuation, grammar, and mechanics.
   c. Demonstrate acceptable language arts skills in composing and spelling.
   d. Use appropriate word processing commands necessary to complete document processing activities successfully.
   e. Correctly format office forms, office publications, online resumes, and form letter.
   f. Answer questions with acceptable accuracy on an objective test.

2. **Learning Activities:**

   a. Lecture/demonstration of key boarding program
   b. Complete of all lessons in key boarding program.

3. **Unit Twenty-One Outline: Using and Designing Office Forms**

   a. Lesson 101 - Correctly format a memo using a template.
   b. Lesson 102 – Correctly format a report using a template.
   c. Lesson 103 – Correctly format a letterhead form.
d. Lesson 104 – Correctly format a notepad form.
e. Lesson 105 – Correctly format directory form, a sign-in form, and a memo template.

4. **Unit Twenty-Two Outline: Designing Office Publications**
   a. Lesson 106 – Correctly format a cover page.
   b. Lesson 107 – Correctly format an announcement and a flyer.
   c. Lesson 108 – Correctly format a newsletter masthead.
   d. Lesson 109 – Correctly format a newsletter.
   e. Lesson 110 – Correctly format a newsletter.

5. **Unit Twenty-Three Outline: Online Resumes and Merged Documents**
   a. Lesson 111 – Correctly format an online resume.
   b. Lesson 112 – Correctly format a form letter in block style.
   c. Lesson 113 – Correctly format a form letter in modified-block style
   d. Lesson 114 – Correctly format a form letter in block style.
   e. Lesson 115 – Correctly format merged envelopes and labels, and a form letter in block style.

6. **Unit Twenty-Four Outline: Skill building and In-Basket Review**
   a. Lesson 116 – Correctly format a memo template, boxed table, and a letterhead form.
   b. Lesson 117 – Correctly format an academic report, a flyer, and a left-bound business report.
   c. Lesson 118 – Correctly format a business letter in block style, an itinerary, and a newsletter.
   d. Lesson 119 – Correctly format a business letter in blocks style, a ruled table, and an e-mail message.
   e. Lesson 120 – Correctly format a business report and a business letter in modified-block style.