

COURSE SYLLABUS

SPRING 2023

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
By Appt. Only	2-4 PM	2-4 PM	2-4 PM	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 test 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

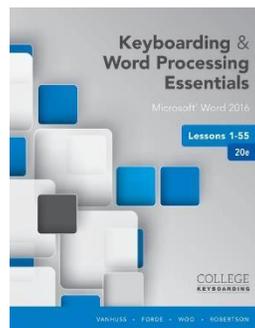
dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

TEXT AND OTHER MATERIALS:

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



Textbook and Supplies: All that is needed for the course is a **Cengage Unlimited Card** for \$124.99 (plus tax). This will get you the access code to this class with E-Book and also the access code and E-Book for ALL Cengage textbooks you will use in other classes! If other instructors use a Cengage product in your other classes, you DO NOT need to buy anything else!!

You can purchase access to Cengage Unlimited in the bookstore, or through my Blackboard course during the first week of class. To access your course materials and explore Cengage Unlimited, log in to Blackboard and click on the link that says Course Content. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

Make sure you click on the following option so that you will receive your access code by email, not snail mail.

Checkout

1. Select Address

2. Shipping Method

3. Payment Options

Choose Shipping Method

Show Shipping Policy

Access delivery fee est. \$2.99

By choosing the Access Delivery Fee method you acknowledge that your printed access card will be unsealed and emailed to you. Orders delivered in this manner are non-refundable. Please allow one full business day to receive your emailed code.

Continue

Your Order

[View Cart](#)

(Estimates)

Number Of Items:	1
Course Materials:	\$129.99
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$129.99
Estimated Taxes:	\$0.00

Grand Total: \$129.99

Need Help?

Call us: 806.716.2399
 Summer Hours 8am-4pm Mon-Thurs
 8am-3pm Friday Fall Hours 8am-
 4:30pm Mon-Thurs 8am-4pm Friday
[Returns Policy](#)
[Email Us](#)

1. Select Address

2. Shipping Method

Choose Shipping Method

Show Shipping Policy

Access delivery fee est. \$2.99

By choosing the Access Delivery Fee method you acknowledge that your printed access card will be unsealed and emailed to you. Orders delivered in this manner are non-refundable. Please allow one full business day to receive your emailed code.

Continue

You will need to sign into Blackboard and choose the class you want to enter. For this class, click on the course link on the left side of the screen (Click Here for Keyboarding). If you are asked for a course key, you have not signed in correctly through Blackboard. It will ask you to enter your Cengage Unlimited Access code and input other information.

Email: agamble@texasbook.com / **Phone:** 806-716-4690

Email: pwells@texasbook.com / **Phone:** 806-716-2097

You may rent up to four (4) physical textbooks through Cengage Unlimited for \$8.99 each! If you think a hardcopy of your text would help you, I would definitely take advantage of this!

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

The grade of "F" will be assigned to a student as an earned grade in regard to the learning objectives of a course. A student who does not meet the attendance requirements of a class as stated in the course syllabus, and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" as determined by the instructor. An "F" will not be assigned to any student administratively withdrawn from this course for non-attendance. It is the student's responsibility to be aware of that policy.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student's actions and disregard for the learning objectives of the course.

Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have never attended by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.

It is the student's responsibility to verify administrative drops for excessive absences. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

Even though this is an online class, students still have to access the course on a regular basis. 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. **You will need to check your SPC e-mail at <https://office.com>.**

Minimum log in for the course is at least three (3) days per week. However, I recommend checking in once a day if possible for announcements. I can see how many times you log in!

You may work on this class 24/7. That's the advantage of an online class.

Students are expected to log in to Blackboard and MyLabIT at least three times a week. Remember, you can work on this class 24/7.

Withdrawal 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, April 27. If you drop and your average is below 60, you will receive an F as your course grade. 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	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 4-24-23 through 5-7-23
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, 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 tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

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 Tuesday 1-17-23, Due 1-22-23)		Alphabetic Keys (Lessons 1-13) You will be required to do a Skill Analysis Test when you login the first time.
Due 1-22-23	1 & 1R	Home Row, Space Bar, Enter, I; Review; 1R Review
Due 1-22-23	2	E & N
Due 1-22-23	3	Review
Week 2 (Opens 1-23-23, Due 1-29-23)	4 & 4R	Left Shift, H, T, Period, 4R Review
Due 1-29-23	5 & 5R	R, Right Shift, C, O; 5R Review
Due 1-29-23	6	W, Comma, B, P
Week 3 (Opens 1-30-23, Due 2-5-23)	7	Review
Due 2-5-23	8 & 8R	G, Question Mark, X, U; 8R Review
Due 2-5-23	9 & 9R	Q, , M, V, Apostrophe; 9R Review
Week 4 (Opens 2-6-23, Due 2-12-23)	10	Z, Y, Quotation Mark, Tab
Due 2-12-23	11	Review
Due 2-12-23	12	Review
Due 2-12-23	13	Review
Due 2-12-23		Skill Builder 1

Week 5 (Opens 2-13-23, Due 2-19-23)		Figure and Symbol Keys (Lessons 14-25)
Due 2-19-23	14	1 and 8
Due 2-19-23	15	5 and 0
Due-2-19-23	16	2 and 7
Week 6 (Opens 2-20-23, Due 2-26-23)	17	4 and 9
Due 2-26-23	18 & 18R	3 and 6, 18R Review
Due 2-26-23	19	\$ and – (hyphen)
Week 7 (Opens 2-27-23, Due 3-5-23)	20	# and /
Due 3-5-23	21	% and !
Due 3-5-23	22	(and), Backspace Key
Week 8 (Opens 3-6-23, Due 3-12-23)	23	& and : (colon), Proofreaders' Marks
Due 3-12-23	24 & 24R	Other Symbols; 4R
Due 3-12-23	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.

Week 9 – Spring Break!	Week 10 work opens if you want to start early.	
		Word 2016 Essentials & (Lessons 26-31)
Week 9 (Opens 3-13-23, Due 3-26-23)	26	Getting Started with Word—Read lessons and make sure you understand the information
Due 3-26-23	27	Word 2016 Basics
Due 3-26-23	28	Paragraph Formats
Week 10 (Opens 3-13-23, Due 3-26-23)	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 Continued Due 3-26-23	29	Format Paragraphs/Navigate Documents
Due 3-26-23	30	Clip Board Commands & Center Page
Due 3-26-23	31	Palmetto Event Solutions, Inc.
		Memos & Letters (Lessons 32-37)
Week 11 Opens 3-27-23, (Due 4-2-23)	32	Memos
Due 4-2-23	33	Block Letter
Due 4-2-23	34	Block Letter with Envelope
	35	Modified Block Letter
Due 4-2-23	36	Palmetto Event Solutions, Inc.
		Tables
Week 12 (Opens 4-3-23, Due 4-9-23)	38	Create Tables
Due 4-9-23	39	Table Tools—Layout
Due 4-9-23	40	Table Tools—Change Table Structure
Due 4-9-23	41	Table Tools—Design and Tables Within Documents
Week 13 (Opens 4-10-23, Due 4-16-23)	42	Palmetto Event Solutions, Inc.
		Reports (Lessons 43-48)
Week 14 (Opens 4-17-23, Due 4-23-23)	43	Unbound Reports
Due 4-23-23	44	Leftbound Reports
Due 4-23-23	45	Multiple-Page Reports
Due 4-23-23	48	Palmetto Event Solutions, Inc. (some assignments omitted)
Weeks 15 & 16 (Opens 4-24-23, Due 5-7-23)	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.
FINAL 5-8-23		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.**

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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.

Disabilities 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, Lubbock Centers (located at the Lubbock Downtown 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. Phone number 806-716-2360.

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 Health and Wellness Center. 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 the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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 backseat 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 mailmessage

894-9611, ext. 2338 - Levelland

Campus 806-716-4677 – Lubbock

Center

885-3048, ext. 2923 - Reese Center (mobile 893-5705)