

Course Syllabus

Department : OFST
Course Title : Intermediate Keyboarding
Section Name : POFT 2401
Start Date : 08/22/2011
End Date : 12/08/2011
Modality : ONLINE
Credits : 4

Instructor Information

Name : Nancy Stewart
OC Email : nstewart@odessa.edu
OC Phone # : 432-335-6486

Office Hours for Fall 2010

Monday 9:30-1:30

Tuesday 11-1

Wednesday 9-11

Thursday 11-1

Friday By appointment only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

A continuation of keyboarding skills in documentformatting, speed, and accuracy. Emphasis on proofreading, editing, andfollowing instructions, and keying documents form various copy.

Prerequisites/Corequisites

POFT 1429

Scans

(1,2,3,4,6,8,9,10)

Course Objectives

1. Create documents following directions in manuals. (1,4)
2. *Demonstrate use of correct language art skills, grammar, and punctuation. (2)
3. Format/Transcribe documents, level 2. (6)
4. *Proofread documents, level 2. (2)
5. Set personal goals and monitor progress, level 2. (10)
6. Keyboard materials in lessons 61-120 in mailable form.(3,6,9)
7. Complete centering problems, level 1. (1,3,6,9)
8. *Keyboard and format business letters in mailable form. (1,6,9)
9. *Keyboard a manuscript with footnotes in mailable form . (1,6,9)
10. Demonstrate skill in keyboarding billing and payroll forms, tables, agenda, itinerary, minutes, bank and legal forms in mailable form. (1,6,8,9)
11. Complete in-basket exercises in mailable form. (1,2,6,8,9)
12. Complete skill refinement exercises in mailable form. (1,2,6,8,9)
13. Achieve minimum performance of 70%, and a maximum performance of 90% on a theory and letter placement test, level 2. (6)
14. *Manage time and stay on schedule. (4)
15. *Use and store materials. (4)
16. *Organize and maintain information. (6)

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS

Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

required readings/materials:

Gregg College Keyboarding and Document Processing for Windows 11th Edition, Kit-2: Business Productions Course, Glencoe/McGraw-Hill, Ober, Johnson, Rice, Poland, Rossetti, 1997 HOME VERSION

Course Requirements (Lectures, Assignments and Assessments)

DATES	ASSIGNMENT	DESCRIPTION
8/25-9/16	Unit 13 and 14 Lessons 61-70	Correspondence, Reports, Tables, and Timed Writings
9/16-10/14	Unit 15 and 16 Lessons 71-80 Test 4	Minutes, Agendas, Magazine articles, Multipage tables, Timed Writings
10/14-10/28	Unit 18, 19 Lessons 86-95	Formal Reports, Medical Documents, Timed Writings
10/28-11/11	Unit 20 96-100 Test 5 Unit 22 106-110	Forms, correspondence, Reports, Timed Writings
11/11-12/2	Unit 23 and 24 Lessons 111-120	Merging, Timed Writings
12/5	Final Exam Test 6	

Grading Policy

40% Homework

30% Timed Writings

30% Tests

Grading Scale for Timed Writings is as follows:

45-50wpm A

40-44wpm B

35-39wpm C

30-34wpm D

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE-UP TESTS GIVEN.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

DISCLAIMER:

Each student is responsible for checking the syllabus frequently as changes will be made as needed.