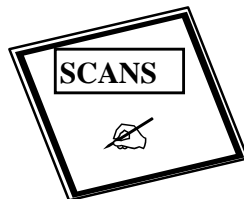




**HOUSTON COMMUNITY COLLEGE SYSTEM  
BUSINESS TECHNOLOGY DEPARTMENT  
HOUSTON, TEXAS**

**BEGINNING KEYBOARDING  
POFT 1329**



**SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS  
SCANS COMPETENCIES INCORPORATED**

**STUDENT LEARNING OUTCOMES (CO)**

**HOUSTON COMMUNITY COLLEGE  
BUSINESS TECHNOLOGY DEPARTMENT**

**COURSE SYLLABUS  
BEGINNING KEYBOARDING  
POFT 1329  
COMPUTERIZED VERSION USING MICROSOFT WORD 2007**



**SCANS Competencies Included**

**SEMESTER:**

<b><i>Instructor:</i></b>	<b><i>CRN:</i></b>
<b><i>Phone:</i></b>	<b><i>Time:</i></b>
<b><i>Email:</i></b>	
<b><i>Office Hours:      By Appointment</i></b>	<b><i>Campus:</i></b>

**FINAL EXAM:**

**LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:**

**TEXTBOOKS AND MATERIALS**

1. ***Keyboarding and Word Processing, Microsoft Word 2007, Lessons 1-60. Vanhuss, Forde, Woo, and Hefferin, South-Western/Thomson Learning. ISBN: 0324692234***
2. **USB Flash Drive Units**

**COURSE DESCRIPTION**

Credit: 3 (2 lecture), 3 lab). Skill development in the operation of the keyboard by touch, applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

**Mission/Purpose**

The purpose of POFT 1329-Beginning Keyboarding is to introduce students to skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

**STUDENT LEARNING OUTCOMES (CO)**

1. Students will demonstrate proper techniques to key accurately and rapidly basic letters, memoranda, reports and tables.
2. Students will demonstrate the use of Microsoft Word 2007 features by formatting a business document.

**COURSE REQUIREMENTS AND EXPECTATIONS**

This is an 80-hour hands-on, self paced, individualized, instructional course. Thus, the student is responsible for reading all appropriate training chapters and completing each training exercise as indicated on the class schedule.

There will be lectures on system requirements and procedures. The student is expected to take notes and refer to any instructional handouts provided by the instructor. (It is the student's responsibility, when absent from class, to make arrangements to get study notes before returning to class. It would be wise to exchange phone numbers with co-students.)

## **HCCS POLICIES**

### **Drop or Withdrawal Policies**

A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. A drop or withdrawal request will not be accepted by telephone. A student, who ceases to attend a class without officially dropping or withdrawing, will be given a grade of "F" for non-attendance. A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

*"NOTICE: Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal, or if you are not receiving passing grades."*

### **Academic Dishonesty**

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook (pages 28-29) for further information regarding Academic Dishonesty.

## **DISABILITIES POLICIES**

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Dr. Becky Hauri at 713-718-7909. Also, visit the ADA web site at:  
<http://www.hccs.edu/students/disability/index.htm>

## **CLASS ATTENDANCE**

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor regarding an absence from a class. Class attendance is checked regularly by the instructor. A student may miss 12.5% of total class hours. ***Reports of excessive absence will be sent to the Veterans Administration, Social Security Office and other agencies responsible for aid to the student when appropriate.***

### **LATE ASSIGNMENTS**

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will only be accepted at the discretion of the instructor.

### **MAKE-UP TEST POLICY**

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will only be accepted at the discretion of the instructor.

### **STUDENT EVALUATION**

#### **HCCS Grading System**

The Houston Community College grading system will be used to evaluate students' performance in this course.

<b>Grade</b>	<b>Score</b>
<b>A-Excellent</b>	<b>90-100</b>
<b>B-Good</b>	<b>80-89</b>
<b>C-Fair</b>	<b>70-79</b>
<b>D-Passing</b>	<b>60-69</b>
<b>F-Failure</b>	<b>0-59</b>

#### **Departmental Grading System**

The following departmental grading system will be used to evaluate students' performance in this course.

<b>Timed Writings</b>	<b>25%</b>
<b>45+</b>	<b>A</b>
<b>40-44</b>	<b>B</b>
<b>35-39</b>	<b>C</b>
<b>30-34</b>	<b>D</b>
<b>Class Assignments</b>	<b>40%</b>
<b>Production Tests</b>	<b>25%</b>
<b>Final Exam</b>	<b>10%</b>

### **DEGREE PLAN**

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

**Job Connections Online Placement Services:** <http://jobs.hccs.edu/>

**Students and Alumni** of the Houston Community College System can post resumes and search jobs online. Registration is free.

**NOTE TO STUDENT:** If you have any questions or concerns about the course and/or course assignments, please contact your Instructor so that any issues can be resolve. If your concerns are not resolved, you are encouraged to meet with my supervisor, *Mrs. Willie Caldwell, Department Chair, at 713-718-7808 or Room N109 Scarcella Building.*

**BEGINNING KEYBOARDING**  
**POFT 1329**  
 COMPUTERIZED VERSION USING MICROSOFT WORD 2007

*Assignment Calendar*

**ALL DRILLS AND APPLICATIONS ARE TO BE COMPLETED. HOWEVER “SKILL BUILDERS” AND “INTERNET ACTIVITIES” ARE TO BE OMITTED UNLESS TIME PERMITS.**

<b>Week Due</b>	<b>Lesson</b>	<b>Content</b>
<b>LEVEL 1—DEVELOPING KEYBOARDING SKILL (Lessons 1-25)</b>		
<b>Week 1</b>	<i>Module 1</i>	Orientation
	1	<i>Alphabetic Keys</i> Home row Space Bar, Enter, I
	1R	Review
	2	E and N
	3	Review
<b>Week 2</b>	4	Left Shift, H, T, Period
	5	R, Right Shift, C, O
	6	W, Comma, B, P
	7	Review
<b>Week 3</b>	8	G, Question Mark, X, U
	9	Q, M, V, Apostrophe
	10	Z, Y, Quotation Mark, Tab
	11	Review
<b>Week 4</b>	12	Review
	13	Review
	<i>Module 2</i>	<i>Figure and Symbol Keys</i>
	14	1 and 8
<b>Week 5</b>	15	5 and 0
	16	2 and 7
	17	4 and 9
	18	3 and 6
<b>Week 6</b>	19	\$ and -, Number Expression
	20	# and !
	21	% and !
	22	( and ) and Backspace Key
	23	& and :, Proofreaders' Marks
<b>Week 7</b>	24	Other Symbols
	25	Assessment
	<b>TEST</b>	<b>(Covers Lessons 1-25)</b>
<b>LEVEL 2—Word Processing Document Design (Lessons 26-60)</b>		
<b>Week 8</b>	<b>TEST</b>	<i>Covers Lessons 1-25</i>
	<i>Module 3</i>	<i>The Transition—Word 2003 to Word 2007</i>
	26	<i>Word 2007 Basics</i> Text Formats
<b>Week 9</b>	27	Paragraph Formats
	28	Page Formats
	29	Navigate and Review Documents
<b>Week 10</b>	30	Assessment

<b>Week Due</b>	<b>Lesson</b>	<b>Content</b>
	<b>Module 4</b> 31	<b>Memos, E-mail, and Letters</b> Memos and Electronic Mail
<b>Week 9</b>	32 33 34 35	Block Letter Format Modified Block Letter Format and Envelope <i>Word 2003</i> (Traditional) Letter Format Review Document Formats
<b>Week 10</b>	36 <b>TEST</b> <b>Module 5</b> 37 38 39	Assessment <b>(Covers Lessons 31-36)</b> <b>Reports</b> Unbound Report with Cover Page Leftbound Report Multiple-Page Report
<b>Week 11</b>	40 41 42 43 <b>TEST</b>	Internal Citations and Reference Page Report with Footnotes Traditional Report Assessment <b>(Covers Lessons 37-43)</b>
<b>Week 12</b>	<b>Module 6</b> 44 45 46 47	<b>Create Tables</b> Create Tables Table Tools Layout Change Table Structure Table Tools Design
<b>Week 13</b>	48 <b>TEST</b> <b>Module 7</b> 49 50 51	Assessment <b>(Covers Lessons 44-48)</b> <b>Review and Edit Documents</b> Customize Word and Edit Documents Document Themes and Templates Edit Memos and E-mail
<b>Week 14</b>	52 53 54 55 <b>Module 8</b> 56	Edit Letters Edit Tables Edit Reports Assessment <b>Graphics and Newsletters</b> SmartArt, Shapes, and Clip Art
<b>Week 15</b>	57 58 59 60 <b>Module 9</b>	Forms Text Graphically Design Newsletters Design Advanced Newsletters Assessment <b>TruAcc, Inc. (If time allows)</b>
<b>Week 16</b>	<b>FINAL EXAM</b>	



**HOUSTON COMMUNITY COLLEGE SYSTEM  
BUSINESS TECHNOLOGY DEPARTMENT**

## Student Questionnaire

<b>Name:</b>	Last Name	First Name	MI	Student ID#
<b>Address:</b>	Street	Apt. #		Home Telephone
<b>City</b>	State	Zip Code		Cell Telephone #
<b>E-mail address:</b>				<b>Instructor's Name:</b>

### Educational Plan

Have you determined your major? \_\_\_\_\_ Yes      No \_\_\_\_\_

Have you filed a degree plan? \_\_\_\_\_ Yes      No \_\_\_\_\_  
(If no, please see your instructor or Business Technology Department Chair.)

**Graduation Target Date:** \_\_\_\_\_

**(Must apply for graduation via the counselor's office in order to receive your certificate or degree)**

### Employment History

Are you currently employed? \_\_\_\_\_ Yes      No \_\_\_\_\_

Is your employment \_\_\_\_\_ Part-time?      or      \_\_\_\_\_ Full-time?

If you are employed, please complete the following:

**Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **St** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone#** \_\_\_\_\_

### Comments:

**If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.**  
HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

**Willie T. Caldwell, Department Chair**  
**10141 Cash Road, N109, Stafford Texas 77477**



**Student Success**  
**Organizational Stewardship**  
**Business Technology Department**

**STUDENT ADVISEMENT CHECKSHEET**

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?

Yes  No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree? Yes  No

Have you been given **job placement** information including:

- Job Placement Contact Person with
  - E-mail address
  - Telephone Number
  - Location
- Website address
- Access instruction for website including directions on how to navigate the job placement website

Yes  No

Name \_\_\_\_\_

Print "your" Name

I, \_\_\_\_\_, have been given

Student Signature

Information regarding the above listed items.

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

This form will be returned to Willie Caldwell's office on date of completion.

## STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

Houston Community College is determined to prepare students with the knowledge and skill needed to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFT 1329—Beginning Keyboarding.

### COMMON WORKPLACE COMPETENCIES

#### **Resources: Identifies, organizes, plans, and allocates resources**

Students in POFT 1329—Beginning Keyboarding must be able to allocate their time effectively in order to complete their class assignments. Students must be able to organize their own working area for maximum utilization of space.

#### **Interpersonal: Works with others**

Students in POFT 1329—Beginning Keyboarding must be able to share workspace, at times, with another student and thus develop competency in working effectively with others. Should conflict arise, students must be able to resolve differences effectively for the common good of all parties involved and thus develop negotiating skills.

#### **Information: Acquires and uses information**

Students in POFT 1329—Beginning Keyboarding must be able to acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, and reference books available to the classroom. Most importantly, students must use computers to process this information and to perform various tasks.

#### **Technology: Works with a variety of technologies**

Students in POFT 1329—Beginning Keyboarding must be able to use computer hardware and software effectively in order to properly maintain the functioning of the equipment and solve and identify problems concerning the equipment and software technology.

### FOUNDATION SKILLS

Students in POFT 1329—Beginning Keyboarding must be able to demonstrate basic skills in reading, writing, listening, and speaking. Students must learn to locate, understand, and interpret written information in text documents such as instructions, mathematical techniques, letters, reports, and tables.

Students in POFT 1329—Beginning Keyboarding must be able to demonstrate thinking skills, make decisions, solve problems, visualize, and reason effectively.

Students in POFT 1329—Beginning Keyboarding must be able to demonstrate personal qualities such as responsibility, a positive view of self, politeness towards others, self-control, self-motivation, and honesty.

# EFFECTIVE JOB PERFORMANCE: The Skills Employers Want

## FIVE COMPETENCIES

### **Resources: Identifies, organizes, plans, and allocates resources**

- A. *Time*—Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules
- B. *Money*—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. *Material and Facilities*—Acquires, stores, allocates, and uses materials or space efficiently
- D. *Human Resources*—Assesses skills and distributes work accordingly, evaluates performance and provides feedback

### **Interpersonal: Works with others**

- A. *Participates as Member of a Team*—contributes to group effort
- B. *Teaches Others New Skills*
- C. *Serves Clients/Customers*—works to satisfy customers' expectations
- D. *Exercises Leadership*—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. *Negotiates*—Works toward agreements involving exchange of resources, resolves divergent interests
- F. *Works with Diversity*—works well with men and women from diverse backgrounds.

### **Information: Acquires and uses information**

- A. *Acquires and Evaluates Information*
- B. *Organizes and Maintains Information*
- C. *Interprets and Communicates Information*
- D. *Uses Computers to Process Information*

### **Systems: Understands complex inter-relationships**

- A. *Understands Systems*—knows how social, organizational, and technological systems work and operates effectively with them
- B. *Monitors and Corrects performance*—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- C. *Improves or Designs Systems*—suggests modifications to existing systems and develops new or alternative systems to improve performance

### **Technology: Works with a variety of technologies**

- A. *Selects Technology*—chooses procedures, tools or equipment including computers and related technologies
- B. *Applies Technology to Task*—understands overall intent and proper procedures for setup and operation of equipment
- C. *Maintains and Troubleshoots Equipment*—prevents, identifies, or solves problems with equipment, including computers and other technologies

## A THREE-PART FOUNDATION

*Basic Skills:* Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- A. *Reading*—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. *Writing*—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. *Arithmetic/Mathematics*—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. *Listening*—receives, attends to, interprets, and responds to verbal messages and other cues
- E. *Speaking*—organizes ideas and communicates orally

### **Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons**

- A. *Creative Thinking*—generates new ideas
- B. *Decision Making*—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- C. *Problem Solving*—Recognizes problems and devises and implements plan of action
- D. *Seeing Things in the Mind's Eye*—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. *Knowing How to Learn*—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. *Reasoning*—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

### **Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty**

- A. *Responsibility*—exerts a high level of effort and perseveres towards goal attainment
- B. *Self-Esteem*—believes in own self-worth and maintains a positive view of self
- C. *Sociability*—demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- D. *Self-Management*—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. *Integrity/Honesty*—chooses ethical courses of action

## LECTURE/LAB TEACHING DEMONSTRATION

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing.

### A GLANCE AT **THIS** COMPUTER (Example)

1. What is a CPU \_\_\_\_\_  
On-off buttons—(demonstrate) Start vs Reset  
Student Response  \_\_\_\_\_ Student Signature
2. Drives on this computer:  
CD Rom (demonstrate)  
USB flash drive (demonstrate)  
Student Response  \_\_\_\_\_ Student Signature
3. Desktop (personally their desktop while on that computer)  
⇒ If projects are on desktop, “clean-up desktop” before leaving.  
⇒ If projects are accidentally saved on the “desktop”/computer they will automatically be deleted.

Name \_\_\_\_\_

Print “your” Name

I, \_\_\_\_\_, have been given

Student Signature

instructions on the use of “this” computer. *I was provided instruction in both the lecture and lab formats.*

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

This form will be returned to Willie Caldwell’s office on date of completion.

## USING “KEYBOARDING PRO” SOFTWARE

- Southwestern “**Keyboarding Pro**” is designed to enhance the skills learned in the “Southwestern Keyboarding Textbook”. Lessons 1-30 are taught in-depth using “Keyboarding Pro Software” by means of visual and hands-on techniques. Hence, **you** are required to store all of **your** information related to “**Keyboarding Pro**” on a floppy disk (A drive), not the C drive.

### **HOW TO SET UP YOUR DISK TO STORE “KEYBOARDING PRO” INFORMATION ON THE Flash Drive**

1. Double click the Shortcut to “**Keypro Icon**”
2. Click on “**New User**”
3. Type “**your name**”
4. Type a “**Class ID**” (example “**KeyB**”)
5. Type a “**Password**” (example your initials) **You must remember your password**
6. Click by “Data” and
7. Click on the yellow file folder
8. Click on “Drives” and
9. Select “A” Drive
10. Select OK

After **you** have set up **your** disk, **each time you** enter the typing program, **you** must:

- Click on “**Locate**”.
- **Select** the “**A drive**” under “Drives”.
- And select **OK**.

Name \_\_\_\_\_  
**Print “your” Name**

I, \_\_\_\_\_, have been given  
**Student Signature**

instructions on the use of “this” computer

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

This form will be returned to Willie Caldwell’s office on date of completion.