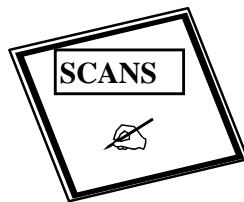




**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS**

**POFT 2301
INTERMEDIATE KEYBOARDING
FORMERLY DOCUMENT FORMATTING & SKILL BUILDING**



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

STUDENT LEARNING OUTCOMES (CO)

**HOUSTON COMMUNITY COLLEGE SYSTEM
 BUSINESS TECHNOLOGY DEPARTMENT
 COURSE SYLLABUS
 POFT 2301— INTERMEDIATE KEYBOARDING
 FORMERLY DOCUMENT FORMATTING AND SKILLBUILDING
 COMPUTERIZED VERSION USING MICROSOFT WORD 2007**



SEMESTER:

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

FINAL EXAM:

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:

TEXTBOOKS AND MATERIALS

1. *College Keyboarding Microsoft Word 2007 Advanced Word Processing, Lessons 61-120; by Duncan, Van Huss, Warner, Forde, Woo, South-Western ISBN: 0538730250*
2. **USB flash drive to archive assignments and tests.**

COURSE DESCRIPTION

POFT 2301 DOCUMENT FORMATTING AND SKILL BUILDING

Prerequisite: POFT 1329 Credit 3 (2 lecture, 3 lab) A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, following instructions, and keying documents from various copies.

Mission/Purpose The purpose of POFT 2301 is to provide the students with a continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is placed on proofreading, editing, following instructions, and keying documents from various copies.

STUDENT LEARNING OUTCOMES (CO)

1. Students will produce formatted letters, memoranda, reports, tables, and administrative documents with speed and accuracy using proper keying techniques.
2. Students will demonstrate effective use of *Microsoft Windows* while formatting business documents.



Many subskills--such as the ability to use language effectively and to evaluate the quality of the student's work--are embodied in these goals. Emphasis is placed on applying these skills so that the student will be able to use the keyboard and mouse effectively to facilitate communication, which is a very marketable, universal skill.

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

Students are responsible for adhering to and following College policies. The Student Handbook is an excellent source of information for the student concerning these policies. The link for the student handbook is located at <http://www.hccs.edu/students/handbook/HandbookHome2.html> Students should familiarize themselves concerning class attendance, withdrawals, scholastic dishonesty, and college services.

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook..

ADA POLICY STATEMENT

"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.

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.

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 for further information regarding Academic Dishonesty.

LATE ASSIGNMENTS and MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due at the end of the level assignments.

REPEATER POLICY

Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

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.

STUDENT EVALUATION

HCCS Grading System

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

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

Department Grading System

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

5-MINUTE TIMED WRITINGS/ERROR TOLERANCE

GRADE	GWAM	0-2 ERRORS	3-5 ERRORS
A	55+	A	B
B	51-54	A-	B-
C	48-50	B	C
C	45-47	C	D

Timed Writings	25%
Class Assignments	40%
Production Tests	25%
Final Exam	10%

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.*

DOCUMENT FORMATTING AND SKILLBUILDING POFT 2301

South-Western College Keyboarding--Microsoft Word 2003 Word Processing

ASSIGNMENT CALENDAR

Lesson	Content	Due Date	Grade	Timed Writings Speed
MASTERING DOCUMENT DESIGN LEVEL 3				
Module 10	<i>Skillbuilding</i>			
61	Skill Building 61a 61b 61c-Review Word Processing 61d-Build Composing/Editing Skills			
62	Skill building and communication 62b-Review Functions 62c-Review Functions 62d			
63	Skill Building/Composing 63c-Review Functions 63d-Improve Composition Skills			
Module 10	<i>Checkpoint Objective and Performance Assessment</i>			
	<i>Test 10</i>			
Module 11	Memo, E-mail, and Letter Mastery			
64	<i>Memo and E-mail Review</i> Complete all Assignments			
65	<i>Block Letter Review and Special Features</i> Complete all Assignments			
66	<i>Modified Block and Two-Page Letter Review</i> Complete all Assignments			
67	<i>Collaboration and Correspondence Review</i> Complete all Assignments			
68	<i>Assessment</i> Submit all Assignments to Instructor			
Module 11	<i>Checkpoint Objective and Performance Assessment</i>			
	<i>Test 11</i>			
Module 12	Tables			
69	<i>Table Review and Use Draw Table</i> Complete all Assignments			
70	<i>Merge and Split Cells; Sort Data</i> Complete all Assignments			

A	3'	44	5'	40				
B		40-43		36-39				
C		36-39		32-35				
D		32-35		28-31				
		No more than one error per minute						
71		<i>Calculations in Tables</i>						
		Complete all assignments						
72		<i>Excel Worksheets as Word Tables</i>						
		Complete all assignments						
73		<i>Assessment</i>						
Module 12		<i>Checkpoint Objective and Performance Assessment</i>						
		Test 12						
Module 13		Report Mastery						
74		<i>Unbound Report Review with Footnotes</i>						
		Complete all Assignments						
75		<i>Leftbound Report with Endnotes</i>						
		Complete all Assignments						
76		<i>Report with Section Breaks</i>						
		Complete all Assignments						
77		<i>Report with Table of Contents and Index</i>						
		Complete all Assignments						
78		<i>Table of Contents, Table of Figures, and Index</i>						
		See Instructor for Lesson Assignments						
79		<i>Assessment</i>						
Module 13		<i>Checkpoint Objective and Performance Assessment</i>						
		Test 13						
Module 14		Documents with Graphics						
80		<i>Using Clip Art, WordArt, and Drawing</i>						
		See Instructor for Lesson Assignments						
81		<i>Modify Graphic Images</i>						
		See Instructor for Lesson Assignments						
82		<i>Format Diagrams, Charts, and Images</i>						
		See Instructor for Lesson Assignments						
83		<i>Working with Graphics in Newsletters</i>						
		See Instructor for Lesson Assignments						
84		<i>Create Brochure with Graphics</i>						
		See Instructor for Lesson Assignments						
85		<i>Assessment</i>						
Module 14		<i>Checkpoint Objective and Performance Assessment</i>						
		Test 14						

Module 15	Computerized Forms			
86	<i>Create Fill-in Forms</i> See Instructor for Lesson Assignments			
87	<i>Protecting and Using Forms</i> See Instructor for Lesson Assignments			
88	<i>Creating Forms with Graphics</i> See Instructor for Lesson Assignments			
89	<i>Creating Web Page Forms</i> See Instructor for Lesson Assignments			
90	<i>Assessment</i>			
Module 15	Checkpoint Objective and Performance Assessment			
	Test 15			
<i>Module 16</i>	<i>PALM BEACH PET CENTER I</i> <i>Comprehensive Review of Lessons 61 - 90</i>			
Managing text creation effectively				
Level 4				
Module 17	Mail Merge			
91	<i>Mail Merge</i> Complete all Assignments			
92	<i>Edit Data Source</i> Complete all Lesson Assignments			
93	<i>Merge with Envelopes and Labels</i> Complete all Lesson Assignments			
94	<i>Merge Data with Alternate Sources</i> See Instructor for Lesson Assignments			
95	<i>Assessments</i>			
<i>Module 17</i>	<i>Checkpoint Objective and Performance Assessment</i>			
	<i>Test 17</i>			
Module 18	Employment and Online Documents			
96 – 101	See Instructor			
	Assessment (See Instructor)			
<i>Module 18</i>	<i>Checkpoint Objective and Performance Assessment</i>			
	<i>Test 18</i>			
<i>Module 19</i>	<i>Collaborative and Meeting Documents</i>			
102 - 107	See Instructor			
108	<i>Assessment</i>			
<i>Module 19</i>	<i>Checkpoint Objective and Performance Assessment</i>			
	<i>Test 19</i>			

Module 20	Styles, Master Documents and Subdocuments			
109 - 113	See Instructor			
114	<i>Assessment</i>			
<i>Module 20</i>	<i>Checkpoint Objective and Performance Assessment</i>			
	<i>Test 20</i>			
Module 21	Increasing Document Efficiency			
115 - 119	See Instructor			
120	<i>Assessment</i>			
<i>Module 21</i>	<i>Checkpoint Objective and Performance Assessment</i>			
	<i>Test 21</i>			
Module 22	PALM BEACH PET CENTER II			
	Summary of **Applying formatting and wordprocess skills **Creating a variety of documents **Working independently with <i>few specific instructors</i> <i>See Instructor for assignments of documents.</i>			
	FINAL EXAM			



**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT**

Student Questionnaire

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

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

LECTURE/LAB TEACHING DEMONSTRATION
CAMPUS, CLASSROOM: _____

INSTRUCTORS: When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing. Please have the students complete this form during the first week of instruction.

A GLANCE AT *THIS* COMPUTER (Example)

1. What is a CPU _____
On-off buttons—(explain) Start vs Reset
Student Response _____ Student Signature

2. Drives on this computer:

USB Flash storage (explain)
CD Rom (explain)
Student Response _____ Student Signature

3. Desktop (personalize their desktop while on that computer)
⇒ If projects are stored on the desktop of the computer in the classrooms and/or HCC open labs, those documents are erased at the end of each day.

Name _____

Print “your” Name

I, _____, have been given
Student Signature

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

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell’s office, Scarcella Room N109 on date of completion of all lecture/lab classes for the semester.



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 2301—Document Formatting and Skill Building.

COMMON WORKPLACE COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources

Students in POFT 2301—Document Formatting and Skill Building 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 2301—Document Formatting and Skill Building 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 2301—Document Formatting and Skill Building 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 2301—Document Formatting and Skill Building 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 2301—Document Formatting and Skill Building 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 2301—Document Formatting and Skill Building must be able to demonstrate thinking skills, make decisions, solve problems, visualize, and reason effectively.

Students in POFT 2301—Document Formatting and Skill Building 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