**Term:** Summer 2019 (5-Week Course: Session 2)  
**Course:** POFT-2301-46450  
**Course Dates:** July 8 – August 8  
**Class Location:** Internet/Online

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Stephen Thomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>972-860-7221</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:stephenthomas@dccc.edu">stephenthomas@dccc.edu</a></td>
</tr>
<tr>
<td>Office &amp; Office Hours:</td>
<td>Online</td>
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| Career Technologies Division: | T-Building: Room 143 | 972-860-7143 |

<table>
<thead>
<tr>
<th>Course Drop Date:</th>
<th>July 30, 2019</th>
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<tbody>
<tr>
<td>Disclaimer:</td>
<td>The instructor reserves the right to amend this syllabus as necessary.</td>
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**Institutional Policies:** [Eastfield College Institutional Policies](https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx)

**Course Information**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Keyboarding</th>
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<tr>
<td>Course Description</td>
<td>Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 Lec., 3 Lab.)</td>
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<tr>
<td>Credit Hours</td>
<td>3 Credit Hours</td>
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<tr>
<td>Meeting Time</td>
<td>Online</td>
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<tr>
<td>Course Prerequisites</td>
<td>None</td>
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**Course Objectives:**

Basic competency in English Language Arts (spelling, punctuation, grammar) as well as speaking and listening skills are necessary for student success in this course. Computer technology skills will be used for accomplishing specific tasks. Critical thinking, decision making, and problem solving will be applied.

When you have successfully completed this course, you will be able to:

- Demonstrate correct keyboarding posture.
- Demonstrate correct computer keyboarding techniques of the alphabetic, numeric, and special character keys.
- Key for three minutes at a minimum rate of 35 words per minute with no more than five errors
- Proofread copy and identify errors.
- Correct errors on production assignments.
- Demonstrate document formatting skills by keyboarding letters and memoranda.
End-of-Course Outcomes:
- Demonstrate correct typing posture.
- Operate the keyboard by touch
- Center text horizontally and vertically
- Use capitals, commas, apostrophes, and numbers according to instructor-specified styles
- Develop proofreading skills
- Use word processing commands necessary to complete document processing activities
- Apply block style to minimum of four business letters
- Produce minimum of two reports using instructor-specified styles
- Produce minimum of two memorandums using instructor-specified style
- Type from straight copy for one (1) and three (3) minutes a minimum of three (3) times at speed rate and error limit defined in scale included with this syllabus

SCANS Competencies (Secretary's Commission on Achieving Necessary Skills)

Working with Information – Organize/maintain information, Process information with computers.
Managing Resources – Manage your time and calendar to keep current with your course outline. The outline is designed to develop your keyboarding skills in a timely manner.
Using Technology – Apply technology to specific tasks.
Demonstrating Basic Skills – Reading: Read the directions given in the margin of your book and/or monitor in order to complete your assignments correctly.
Demonstrating Basic Skills – Listening: Listen intensely by contacting your instructor, taking a few notes, and asking questions if you do not understand the assignment.
Demonstrating Thinking Skills – Thinking logically.
Exhibiting Personal Qualities – It is your individual responsibility to turn in your assignments on time without being reminded; to study and be prepared for tests.

Course Competencies:

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Course Outline

This course is divided into eight modules with Lessons as follows:

MODULE 1:
Lesson 1: Home Row, Space Bar, Enter, I
Lesson 2: E and N
Lesson 3: Improve keystroking and techniques through review

MODULE 2:
Lesson 4: Left Shift, H, T, Period
Lesson 5: R, Right Shift, C, O
Lesson 6: W, Comma, B, P
Lesson 7: Improve keystroking and techniques through review

MODULE 3:
Lesson 8: G, Question Mark, X, U
Lesson 9: Q, M, V, Apostrophe
Lesson 10: Z.U, Quotation Mark, Tab

MODULE 4:
Lesson 11: Improve keystroking and techniques through review
Lesson 12: Improve accuracy and speed techniques through skill building
Lesson 13: Improve accuracy and speed techniques through skill building
   Emphasis on timed writings

MODULE 5:
Lesson 14: 1 and 8
Lesson 15: 5 and 0
Lesson 16: 2 and 7
Lesson 17: 4 and 9
Lesson 18: 3 and 6

MODULE 6:
Lesson 19: $ and – (hyphen)
Lesson 20: # and /
Lesson 21: % and !
Lesson 22: ( and ) and Backspace Key
Lesson 23: & and : (colon), Proofreaders’ Marks
Lesson 24: Other Symbols

MODULE 7:
Lesson 25: Assessment
   Technique Builders
   Emphasis on timed writings

MODULE 8:
Number Pad
   Accuracy and Speed Emphasis
   Emphasis on timed writings

Required or Recommended Materials

Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, and a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.

ISBN for Textbook
ISBN 9781337373104 (Cengage Unlimited)
Students have the opportunity to earn 10000 points in this class. Final grades will be based on Discussion Boards, Lesson Assignments, Time Writings, and Skill Building Exercises. Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
<th>Points</th>
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<tbody>
<tr>
<td>Discussion Board (4 @ various points)</td>
<td>16%</td>
<td>1600</td>
</tr>
<tr>
<td>Lesson Assignments (33 @ 100 points each)</td>
<td>32%</td>
<td>3200</td>
</tr>
<tr>
<td>Lesson Timed Writings (26 @ 100 points each)</td>
<td>26%</td>
<td>2600</td>
</tr>
<tr>
<td>Skill Building Exercises (15 @ 100 points each)</td>
<td>15%</td>
<td>1500</td>
</tr>
<tr>
<td>Timed Writing Samples (11 @ 100 points each)</td>
<td>11%</td>
<td>1100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>A = 9000–10000</strong></td>
<td><strong>B = 8000–8999</strong></td>
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**Grading Scale**

- A = 90-100
- B = 80-89
- C = 70-79
- F = 0-69

**Week 1: July 8 - 14**
- Discussion Board (1) Intro
- Lesson Assignments (6) Lessons 1, 2, 3, 4, 5, 6
- Lesson Timed Writings (3) Lesson 3, 4, 5

**Module 2: February 4 – February 17**
- Lesson Assignments (6) 7
- Lesson Timed Writings (3) Lessons, 7

**Week 2: July 15 - 21**
- Discussion Board (1) Why Keyboarding?
- Lesson Assignments (6) Lessons 7, 8, 9, 10, 11, 12
- Lesson Timed Writings (5) Lessons 8, 9, 10, 11, 12
- Skill Building Exercises (1) Drills 1a-7

**Week 3: July 22 - 28**
- Discussion Board (1) Accuracy
- Lesson Assignments (6) Lessons 13, 14, 15, 16, 17, 18
- Timed Writing Samples (7) Timed Writings 1-7
- Lesson Timed Writings (4) Lessons 13, 16, 17, 18

**Week 4: July 29 – August 4**
- Lesson Assignments (7) Lessons 19, 20, 21, 22, 23, 24
- Lesson Timed Writings (7) Lessons 20, 21, 22, 23, 24

**Week 5: August 5 – 8 (4 Days)**
- Discussion Board (1) Course Evaluation
- Lesson Assignments (1) Lesson 25
- Lesson Timed Writings (3) Lesson 25
- Skill Building Exercises Technique Drills 8-14
- Timed Writing Samples Timed Writings 8-11
- Skill Building Exercises Accuracy and Speed Drills/Assessment
**Discussion Boards**
The student is required to complete various discussion boards. It is expected that each student create an initial post (100+ words) and respond to 3 other student posts each week. Timeliness of initial post in addition to quality is considered when assigning weekly grade.

**Lesson Assignments**
All lesson assignments, lesson timed writings, skill building exercises, and timed writings are all available the first day of class. They must be completed by the due dates assigned in each module to receive a grade. They can be done early, but cannot be turned in late. Weekly reminder communication announcements and emails will occur as a reminder.

**Late Work**
Late work is not permitted, unless pre-arranged. Almost all assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

| Attendance Policy | Face to Face Classes: To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences 8-week class or four (4) absences per 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence.

Hybrid classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions.

Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus. |