



POFT 1329 Beginning Keyboarding

Instructor:

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Contact Information:

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Catalogue Description

Skill development in keyboarding techniques. ,Emphasis on development of acceptable speed and ,accuracy levels and formatting basic documents.

Term:

Fall 2022

Format of Term:

8 week

Required Textbook

, , , , , , http://

Evaluation System:

Final Grades will be made up of weekly assignments, discussion items, technique evaluations, skill builder 1-3, timed writings from the skill builder area, module quizzes, module tests, and a final exam.

The final will also consist of a timed writing and a comprehensive exam.

Module 1 Lessons 10%

Module 2 Lessons 10%

Module 3 Lessons 5%

Module 4 Lessons 5%

Module 5 Lessons 5%

Module 6 Lessons 5%

Module 7 Lessons 5%

Module 8 Lessons 5%

Module 9 Lessons 5%

Discussions, Quizzes 10%

Module Exams 20%

Final Exam 15%

TOTAL 100%

Course Schedule/Topics

Week	Lessons	Teaching/Learning/Evaluation Content	
1		Introduction to Class	Marketable Skills
	Reading	Read Module 1 from the textbook	• Computer Literacy
		Keyboarding Assessment/Placement-Cengage	• Demonstrate keyboarding techniques. • Apply proofreading and editing skills. • Create basic business Documents.
	Intro	Discussion 1, 2, and 3- D2L	Personal Responsibility
	1	Module 1: Home Row, Space Bar, Enter, I	• Ethical decision-making
	1R	Review	• Flexibility
	2	E and N	• Initiate projects
	3	Review	• Schedule/coordinate operations
	4	Left Shift, H, T, Period	• Take initiative
	4R	Review	• Work without supervision
	5	R, Right Shift, C, O	• Get projects done on time
	5R	Review	• Follow instructions
	6	W, Comma, B, P	• Time management
	7	Review	
	8	G, Question Mark, X, U	
	8R	Review	

2	9	Q, M, V, Apostrophe
	9R	Review
	10	Z, Y, Quotation Mark, Tab
	11	Review
	12	Review
	13	Review
	SK1	Skill Builder 1
	14	Module 2: 1 and 8
	15	5 and 0
	16	2 and 7
	17	4 and 9
	18	3 and 6
	18R	Review
3	19	\$ and - (hyphen)
	20	# and /
	21	% and !
	22	(and) and Backspace Key
	23	& and : (colon), Proofreaders' Marks
	24	Other Symbols
	24R	Review
	25	Assessment
	26	Module 3: Getting Started with Word
	27	Text Formats
	28/29	Paragraph Formats/Navigate Documents
	30	Clipboard Commands and Center Page

	31	Palmetto Event Solutions, Inc.
4	32	Module 4: Memos and Email
	33/34	Block Letter/Block Letter w/Envelope
	35	Modified Block Letter
	SK36	Palmetto Event Solutions, Inc.
	37	Assessment Modules 3 and 4
	38/39	Module 5: Create Tables/Table Tools
	40	Change Table Structure
	41	Design and Tables within Documents
	42	Palmetto Event Solutions, Inc.
	SK2	Mid Term Typed Exam Pages 1-66 to 1-71
5	43	Module 6: Reports
	44	Leftbound Reports
	45	Multiple-Page Reports
	46	Reports in MLA Style
	47	Reports in APA Style
	48	Palmetto Event Solutions, Inc.
	49	Assessment Modules 5 and 6
6	50	Module 7: Graphics
	51	SmartArt and WordArt
	52	Documents with Columns
	53	Palmetto Event Solutions, Inc.
7		Module 9: Real-Time Co-Authoring on OneDrive
8		Final Exam