BOTE 152 Keyboarding II
Fall Semester 2012

Course Description: Keyboarding 152 emphasizes the development of speed and accuracy using the computer keyboard. This course also offers instruction in formatting various forms of documents using an integrated word processor.

Course Objectives:

- ⇒ To demonstrate the ability to efficiently use the keyboard.
- ⇒ To exhibit proper work habits and posture
- ⇒ To grade and manage information using computer technology.
- ⇒ To format various types of business documents correctly and accurately.
- ⇒ To demonstrate the ability to use the software formatting features to enhance business documents.
- ⇒ To recognize proof reader marks and make appropriate document corrections

Instructor: Colette Schimetz
Office: Thatcher Hall 207
Office Hours: MWF 9:00 AM to 11:00 AM
TuTh 1:00 PM to 2:00 PM
Phone: 701-228-5444
Email: colette.schimetz@dakotacollege.edu

Lecture/Lab Schedule: MWF 8:00 AM to 8:50 AM
Thatcher Hall 212

Textbook(s): *Keyboarding and Word Processing 18th Ed.,* VanHuss, Forde, Woo, South-Western Publishing, ISBN: 0-538-49538-3

Course Requirements: Students are required to complete all class activities. Attendance is required. Quizzes and test may not be made up unless arrangements are made with the instructor prior to class time. Emergencies and excused absences will be handled on an individual bases. Assignments are due at designated times even if you are absent. The work you hand in must be your own. Bring textbooks, USB, and writing tools to class each day.

Grading and Evaluation Criteria: Timed writings (40%) practiced as assigned in curriculum. Best three make up grade percentage.

Speed Grade
A=54+ wpm
B=53-48
C=47-42
D=41-36
F=35-0

Daily assignments (40%)
A= No errors or one minor error in the document
B= A document that contains three or fewer minor errors
C= Work that contains four minor errors
D= Work that contains more that four minor errors, minor word omissions or inappropriate formatting.
U= Unacceptable under any circumstance
F= Work not handed in

Exams (20%)
Written Exams (mid-term and final), Production Test (mid-term and final) and Quizzes

Tentative Course Outline:

- ⇒ Module 3: Word 2007 Basics
  - Text Format
  - Paragraph Format
  - Page Formats
  - Navigate and Review Documents
  - Internet Activities
- ⇒ Module 4: Business Correspondence
  - Memos and Electronic
  - Block Letter Format
  - Modified Block Letter Format with Envelope
  - Word 2003 Traditional Letter Format
  - Communication Skills 1
- ⇒ Module 5: Reports
  - Unbound Report with Cover Page
  - Leftbound Report
  - Multiple-Page Report
  - Internal Citations and Reference Page
  - Report with Footnotes
  - Traditional Report
  - Internet Activities
- ⇒ Module 6: Create Tables
  - Create Tables
  - Table Tools Layout
  - Change Table Structure
  - Table Tools Design
  - Communication Skills 2
- ⇒ Module 7: Review and Edit Documents
  - Customize Word and Edit Documents
  - Document Themes and Templates
  - Edit Memos and E-mail
  - Edit Letters
  - Edit Reports
- ⇒ Module 8: Graphics and Newsletters
  - SmartArt, Shapes, and Clip Art
  - Format Text Graphically
  - Design Newsletters
  - Design Advanced Newsletters
  - Communication Skills 3
- ⇒ Module 9: TruAcc, Inc
  - Comprehensive Project covering skills learned in previous modules

Relationship to Campus Theme: At first, nature and technology may seem to be opposites, but people by nature, are curious. This curiosity and quest for knowledge has led to the development of all technology. In turn this technology can be used to care for the Earth and therefore, improve the quality of life for all people.

Classroom Policies: Class participation is required and this means that students will be working on assigned projects during class not **browsing the internet or chatting or playing games.** Anyone caught doing this may be asked to leave. Arriving late, leaving early, talking and texting are distracting to the

instructor and other students. **Texting and cell phone use during class is not permitted.** If you receive a phone call that you must take, quietly leave the room to take the call and return when you are finished.

Academic Integrity: Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19) Students will receive no credit for work that fails to meet standards of academic integrity. The work you hand in must be your own. Handing in someone else's work can result in an F and/or removal from class.

Disabilities and Special Needs: If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.