

# Beginning Keyboarding

## POFT-1329

Summer I 2021 Section F04 CRN-31298 3 Credits 06/07/2021 to 08/09/2021 Modified 05/27/2021

### Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:00 pm - 2:30 pm	MW	Federal Prison Camp	Jun 07, 2021 - Aug 09, 2021	Lecture	Juan Saldua (P (Primary)) <input type="checkbox"/>

### Contact Information

Professor: John Saldua

John.saldua@blinn.edu

### Description

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

#### Requisites

Prerequisites:

Corequisites:

### Core Curriculum Statement

This course is not a core curriculum course.

### Outcomes

1. Demonstrate keyboarding techniques.
2. Apply proofreading and editing skills.
3. Create basic business documents.

### Materials

# Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft® Word 2010 , 18th Edition

Susie H. VanHuss; Connie M. Forde; Donna L. Woo

ISBN-10: 0-538-49538-3

ISBN-13: 978-0-538-49538-7



## ☰ Course Requirements

---

Course requires minimum of timed writings consisting of a minimum of 15% of the grade and a final comprehensive exam that is 20% of the grade.

## ✓ Evaluation

---

Lessons	80%
Timed Writings	20%

## Criteria

Letter Grade	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

## 🏛️ Blinn College Policies

---

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail

accounts, whichever first occurs.

Information about the changes Blinn has made to the May Minimester, Summer I, and Summer II semesters: [Back with Blinn \(https://www.blinn.edu/back-with-blinn/index.html\)](https://www.blinn.edu/back-with-blinn/index.html).

## \* Course Policies

---

Tutorials:

Wednesday: 4:00 - 5:15, Friday: 7:30 - 10:00

## 📅 Schedule

---

Week	Week	Content	Lessons	Points	Timed Writing	Points	Hours
1	7-Jun	Module 1	Alphabetic Keys (Lessons 1-13) – begins on pg. 3	130	Timed Writing 1 Goal: 3 minutes, 20 wpm, 5 errors or less, p. 45, 18e	20	4.8
2	14-Jun	Module 2	Figure and Symbol Keys (Lessons 14-25) – begins on pg. 36	120	Timed Writing 2 Goal: 3 minutes, 22 wpm, 5 errors or less, p. 49, 20e	20	4.8
3	21-Jun	Module 3	Word 2010 Basics (Lessons 26-31) – begins on pg. 72	60	Timed Writing 3 Goal: 3 minutes, 24 wpm, 5 errors or less, p. 58, 25c	20	4.8
4	28-Jun	Module 4	Memos and Letters (Lessons 32-37) – begins on pg. 108	60	Timed Writing 4 Goal: 3 minutes, 26 wpm, 5 errors or less, p. 72, 26b	20	4.8
5	5-Jul	Module 5	Tables (Lessons 38-42) – begins on pg. 135	50	Timed Writing 5 Goal: 3 minutes, 28 wpm, 5 errors or less, p. 79, 27b	20	4.8
6	12-Jul	Module 6	Reports (Lessons 43-48) – begins on pg. 161	60	Timed Writing 6 Goal: 3 minutes, 30 wpm, 5 errors or less, p. 106, 31b	20	4.8
7	19-Jul	Module 7	Graphics (Lessons 49-53) – begins on pg. 203	50	Timed Writing 7 Goal: 3 minutes, 32 wpm, 5 errors or less, p. 108, 32b	20	4.8
8	26-Jul	Module 8	Document Review - (Lessons 54-55) – begins on pg. 231	20	Timed Writing 8 Goal: 3 minutes, 34 wpm, 5 errors or less, p. 120, 34b	20	4.8
9	2-Aug	Resume	RESUME - Create your own in any format	50	Timed Writing 9 Goal: 3 minutes, 36 wpm, 5 errors or less, p. 133, 37b	20	4.8
10	9-Aug	Project	PROJECT 1 - begins on pg. 241	200	Timed Writing 10 Goal: 3 minutes, 38 wpm, 5 errors or less, p. 135, 38b	20	4.8
		TOTAL POINTS		800		200	
		GRAND TOTAL POINTS				1000	48