***You MUST have an email address. If you do not have an email account, please see the last page of this SIP for instructions for setting up a Yahoo email account.*** Please send me an email introducing yourself so I will have your correct address. You will not be able to submit any of your lessons on-line until I have your email address setup on the Instructor Management web site.

**My work week is Monday through Friday during the fall & spring and Monday through Thursday during the summer. Email responses will generally be within 24 hours. For email messages received on Fridays (Thursdays in the summer) or holidays, responses will be on the following work day.**

INSTRUCTOR: Catherine Finley  
OFFICE: D209  
PHONE: (281) 756-3811  
FAX: (281) 756-3954  
E-MAIL: cfinley@alvincollege.edu

COURSE DESCRIPTION:  
This course familiarizes students with the keyboard and builds skills essential to obtain employment in an office occupation. Emphasis is placed on correct typing techniques and practice in production problems such as centering, letters, memos, reports, and tables using Microsoft Word 2003 for Windows.

MATERIALS NEEDED:  
- College Keyboarding & Document Processing for Windows, Lessons 1-60, 10th Ed.  
- Microsoft Word 2003  
- USB/ jump drive

*****Glencoe Software Support 1-800-331-5094 or email at: techsup@McGraw-Hill.com*****

WEB CT:  
We will use WebCT for classroom management (email, calendar, instructions, etc.). All students will be able to access their WebCT account by noon on the first day of classes. Every student who enrolls after this day will be added in by the next day by noon. If you have a problem accessing WebCT, please contact the Distance Education Department at 281-756-3728 or de@alvincollege.edu. I suggest you log in to our class web site in Web CT weekly and also check your personal e-mail for instructions or updates.

To access WebCT, log on to the college’s website http://www.alvincollege.com  
Click the “WebCT” icon  
Click on “Log on to”  
Key in your “username” and “password”

Your “username” will be the following: first_name.last_name (lowercase—ex. catherine.finley).  
Don’t forget the period in-between the two names. If you have multiple last names (for example De Los
Santos) these will be combined into one word. Hyphens will be left in as they are. Please check your fee statement to see how our system spells your name as this is what these accounts will be set up from.

Your initial “password” will be: **alvincc** (lowercase). You can change your password once you have logged in.

**COURSE COMPETENCIES:**

1. Student will learn to operate the keyboard by touch.
2. Student will learn the proper utilization of various parts of the computer.
3. Student will develop speed, accuracy, and fluency in the typing of words, sentences, and paragraphs.
4. Student will develop a basic skill in the typing of business letters, memorandums, reports, and tables.
5. Student will develop self-confidence, interpersonal skills, and good work habits.
6. Student will demonstrate proofreading skills and correction skills through the creation of documents.
7. Student will demonstrate time management by meeting due dates for assignments and tests and organizing work, family, and personal schedules.

**COURSE COMPLETION REQUIREMENTS:**

- Read the assigned lessons.
- Complete and turn in assignments on time.
- Complete all tests and timed writings.

**STUDENTS WHO ARE OFFICE ADMINISTRATION MAJORS MUST MAKE A “C” GRADE IN DOCUMENT PROCESSING I BEFORE THEY CAN ENROLL IN DOCUMENT PROCESSING II.**

**GENERAL INSTRUCTIONS:**

1. Students are required to work on the class:

   **POFT 1329-Keyboarding**  
   4 Hours per Week Fall/Spring  
   5 Hours per week Summer  

   **POFT 1429-Document Processing**  
   6 Hours per Week Fall/Spring  
   8 Hours per week Summer  

   Labs D-213 & D-235 close at 9 p.m. Monday—Thursday and at 5 p.m. on Friday. The school is closed on Fridays in the summer. The labs are not automatically unlocked by Campus Police in the morning. If you need in a lab before it has been opened, please go to Campus Police.

   2. Students are encouraged to make every effort to complete all exams by the due date. If you are unable to complete an exam, you must notify the instructor before the exam. If more than one test is missed, the others will receive a zero. **EXAMS CANNOT BE RETAKEN.**

   3. Assignments and tests must be completed by the due dates. You may have only two late assignments during a semester. The first late assignment will receive a maximum grade of 90 (10 points deducted) and the second late assignment will receive a maximum grade of 80 (20 points deducted). After two late assignments, any additional assignments will earn a grade of zero (0). Late assignments must be turned in no later than one week following the original due date. Assignments
received later than one week following the due date will earn a grade of zero (0). Assignments and production tests will be submitted to the GDP Instructor Management Web Site via the internet using the Export/Upload instructions found on WebCT. Theory tests will be taken on-line through our class web site in WebCT.

4. Incompletes will not be given unless a student is has completed at least 75% of assignments and tests, and has experienced a true emergency near the end of the semester. The student must request the incomplete.

5. A student wishing to withdraw from a course must submit a withdrawal form to the Records Office by: April 10, 2007 at 5 p.m.

6. Only students registered for classes may attend class/lab. To avoid disruption of classroom instruction, children of enrolled students may not attend lab. Further, cellular phones, pagers, and other electronic equipment, which may be considered disruptive to instruction, should not be brought to lab. In emergencies, students may be contacted through the Campus Police Office, (281) 756-3700 or 3703. (See ACC Catalog).

ASSIGNMENT POLICY/PRODUCTIVITY:

Time management is a necessary skill. The following policy has been implemented to stress the importance of planning and meeting due dates:

Assignments must be turned in by the due date. The first late assignment will receive a maximum grade of 90 (10 points deducted) and the second late assignment will receive a maximum grade of 80 (20 points deducted). After two late assignments, any additional assignments will earn a grade of zero (0). Late assignments must be turned in no later than one week following the original due date. Assignments received later than one week following the due date will earn a grade of zero (0). Assignments and production tests will be submitted to the GDP Instructor Management Web Site via the internet using the Export/Upload instructions found on WebCT.

GRADING SCALE:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 59 or Less

LAB RULES:

1. Use only the equipment that has been designated for your lab.
2. No children or friends allowed in lab.
3. No food or drinks allowed in lab.
4. Do not unplug or move equipment.
5. If you experience difficulty with any equipment, notify an instructor/lab assistant or leave a note explaining what is wrong with the equipment.
EVALUATION OF COURSE COMPETENCIES:

Grades will be based on:

**POFT 1329 – KEYBOARDING**

Daily work (quality of work, proofreading skills, correction skills, work habits) 30%
Tests (2 theory and 1 production) 40%
Average of three best 3-minute timed writings with 5 or less errors 30%

Timed Writing Grade Scale:

A = 35 and Above
B = 25 – 34
C = 20 – 24
D = 15 – 19
F = 14 or Less

**POFT 1429 – DOCUMENT PROCESSING I**

Daily work (quality of work, proofreading skills, correction skills, work habits) 30%
Tests (2 production and 3 theory) 40%
Average of three best 5-minute timed writings with 5 or less errors 30%

Timed Writing Grade Scale:

A = 50 and Above
B = 40 – 49
C = 30 – 39
D = 20 – 29
F = 19 or Less

DOCUMENT PROCESSING I POFT 1429
INTERNET
ASSIGNMENT DUE DATES AND TEST DEADLINES

<table>
<thead>
<tr>
<th>LESSONS</th>
<th>DUE DATE</th>
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<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5</td>
<td>01/29/07</td>
<td>32-34, 36</td>
<td>03/19/07</td>
</tr>
<tr>
<td>6 – 10</td>
<td>02/05/07</td>
<td>37-39, 41</td>
<td>03/26/07</td>
</tr>
<tr>
<td>11 - 15</td>
<td>02/12/07</td>
<td>42-45</td>
<td>04/21/07</td>
</tr>
</tbody>
</table>

Complete all exercises in lesson unless otherwise noted.

TEST DEADLINES

<table>
<thead>
<tr>
<th>DUE DATE</th>
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</thead>
<tbody>
<tr>
<td>03/21/07</td>
<td>Theory Test #1—Part 1 (taken via WebCT)</td>
</tr>
<tr>
<td>04/04/07</td>
<td>Theory Test #2—Part 2 (taken via WebCT)</td>
</tr>
<tr>
<td>04/16/07</td>
<td>Production Test #1—Part 2 (taken via GDP program and Export/Upload)</td>
</tr>
<tr>
<td>04/18/07</td>
<td>Theory Test #3—Part 3 (taken via WebCT)</td>
</tr>
<tr>
<td>04/23/07</td>
<td>Production Test #2—Part 3 (taken via GDP program and Export/Upload)</td>
</tr>
</tbody>
</table>

All work (including Timed Writings) must be turned in by Friday, April 27, 2007 at 11:59 pm CST. No exceptions.

KEYBOARDING POFT 1329
INTERNET
ASSIGNMENT AND TEST DEADLINES

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DISTANCE EDUCATION

ACC has three different ways that you can take distance education classes: Online (WWW), TV Courses (TV), or through independent, directed self-study (TBA). Internet and TV classes are listed under the "Internet/Television Classes" heading in the schedule.

How does distance education work?
Once you have, registered, you need to contact your instructor during the first week (via email –first letter of first name last name@alvincollege.edu. For example: psanger@alvincollege.edu). Your instructor will tell you about the course, give you the materials, and tell you what you need to do. From then on, you work within the timeline that your teacher sets, and hand in assignments by their due date. If there are any tests, you may take them online or at the Learning Lab, depending on the class.

Why should I take a distance education class?
The biggest benefit in taking a distance learning class is time. You can do the work at any time during the day while keeping up with the course. You do not need to be in class at any given time, however, you need to stay on top of the assignments and make sure that you get them in by the due dates. There is nothing harder to do than to catch up on a week or two of work.

Is distance education for me?
Can you dedicate 4-10 hours weekly to the course?
Is there a quiet place for you to study or work on your assignments?
Do you have good time management skills?
Are you self disciplined?

I can answer "Yes" to all of the above, am I ready for an online (WWW) course?
If you can also answer "Yes" to these, then online classes may be right for you.
Do you have unlimited access to a computer?
Do you know how to navigate on the Internet?
Do you have E-mail?
Can you check into your class at least every other day?

ADA STATEMENT:

"This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunities. It is the policy of Alvin Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student's responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations."
**CAREER SERVICES ON CAMPUS:**

Career Services consist of a career library, individual counseling, career workshops, job placement, and job fairs. Career Services is linked to the College’s website, alvincollege.edu.

Career Library Resources contains career books listing major employers, vocational biographies, job search information and videos. Student workstations consist of computer planning software, resume writing software and easy access to labor market information.

Individual Counseling will assist students by critiquing resumes and job search strategies.

Career Workshops offer workshops on job-search topics such as resume and cover letter writing, interview preparation and tapping the hidden job-market.

Job Placement Service receives weekly from local and national employer job vacancies. These job vacancies are posted on job boards on campus, on the college’s website (alvincollege.edu and click on job corner), and Office Administration’s bulletin board.

**INSTRUCTIONS FOR SETTING UP AN EMAIL ACCOUNT**

There are other free email services, this is just a suggestion. If you already have an email account disregard this notice.

1. Using your browser software go to http://www.yahoo.com
2. In the upper right hand corner, click the "Check email" icon.
3. Click the link "Sign up now".
4. On the left hand side in the Free Edition Box, click "Sign me up".
5. Fill in the blanks and click "Submit this form".
6. Be sure to write down your log on (Yahoo ID) and your password.
7. Once your email is setup, to send and check email, go to the same website, http://www.yahoo.com, click "Check Mail", then in the Existing Yahoo! Users box (right hand side) enter your Yahoo ID and password and click "Sign In".

**A suggestion when sending email to me…**

When you send me an email, there is a box on the bottom of the compose new email window that saves a copy of the outgoing message. I suggest you check the box so that you can keep copies of your emails to me in case I don't receive them. This way you can forward the message again without having to recreate the email.