

**ITEC 143**  
**ADVANCED BUSINESS DOCUMENT PREPARATION**  
**HH 206**  
**T/T 2:30-3:45**  
**Spring 2012**



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Office Hours: M-Th 11:45-12:45

**COURSE DESCRIPTION**

Word processing functions using Microsoft Word software. Emphasis is on mastery of software and document processing skills, along with further development of speed and accuracy in keyboarding.

## **LEARNING OUTCOMES**

After completing this course, the student should be able to:

1. Demonstrate mastery of word processing functions using Microsoft Word 2007.
2. Format business documents using approved formats and quality standards.
3. Key business documents at a specified rate.
4. Proofread accurately and correct errors.
5. Key all assigned homework in textbook.
6. Key accurately a minimum of 35 words per minute for passing grade on timed writings.
7. Demonstrate knowledge of Microsoft Word functions and formatting by successfully completing theory tests.

## **COURSE REQUIREMENTS/EVALUATION**

Timed Writings- four 5-minute timed writings are required. These timed writings may have error correction on. You must turn in eight timed writings, but you may turn in more; the best four will be used for the timed writings grade. Circle errors; write the number of errors below the speed. Example: 52/4.

## **CLASSROOM POLICIES:**

1. Turn off you cell phone before entering the classroom.
2. Children are not permitted in the computer lab.
3. No food in the classroom.
4. I reserve the right to ask you to leave class if your clothing is offensive to others and interferes with learning.
5. No Facebook, games, or craigs list during class time.
6. **You must purchase the textbook. No sharing of books.**
7. **You must attend class 45 minutes to be counted as an absence.**
8. **Three times late for class equals an absent day.**

## **FINAL GRADE DISTRIBUTION:**

Tests: 50%

Class Work: 35%

Timed Writings: 15%

## **TEXTBOOK AND OTHER MATERIALS NEEDED**

- **Advanced Word Processing Lessons 61-120**  
**VanHuss, Forde, Woo, Hefferin – Certified Approach**
- Keyboarding Deluxe Pro software
  
- You will need a flash drive and a folder.

The four best 5-minute timed writings will be used. A maximum of five errors will be allowed without penalty.

## **KEYBOARDING SPEED GRADING SCALE:**

- 50+ A
- 48-49 B+
- 46-47 B
- 44-45 C+
- 41-43 C
- 38-40 D+
- 35-37 D

## **GRADING SCALE:**

- 92-100 A
- 90-91 B+
- 87-89 B
- 84-86 C+
- 78-83 C
- 75-77 D+
- 70-74 D

**Pass/Fail Option (Elective Course)**

**ACADEMIC CALENDAR  
SPRING 2012**

	<b>SPRING</b>	<b>SPRING I</b>	<b>SPRING II</b>
Registration	January 4 & 5	January 4 & 5	February 29 & March 1
Classes Begin	January 9	January 9	March 12
Last day to register, change schedule or drop a class without a grade of "W"	January 13	January 12	March 14
Last day to apply for degree (BLS, BOL, and BAIS)	January 13	NA	NA
Dr. Martin Luther King, Jr. Service Day (No Classes)	January 16	January 16	NA
Last day to order Diploma	January 30	January 30	NA
Last day to drop a course or withdraw without a grade of "WF"	February 27	February 2	April 4
Spring Break	March 4-11	NA	NA
Last day of class	April 23	February 27	April 26
Reading Day	April 24	NA	NA
Final Exams	April 25-May 2	February 28 & 29	May 1 & 2
Grades Due	May 7	March 5	May 7
Commencement	April 28	April 28	April 28