

McLennan
Community
College



WACO, TEXAS

ADVANCED KEYBOARDING

POFT 2333

COURSE SYLLABUS

REVISED: 09-10

ADVANCED KEYBOARDING

POFT 2333

Course Description:

Continues keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision making. Studies advanced concepts in a variety of office-stimulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. Applies mailability standards; produce alphabetic, alphanumeric, and numeric material; proofreading and editing skills; and copy. End-of-Course Competency Standard: keyboard 60 wpm with 5 or fewer errors Semester Hours 3 (3 lec./2 lab.)

Prerequisite and/or Corequisites:

POFT 2301, ITSW 1301, POFI 2301 and keyboarding skill of 50 wpm using touch method; all prerequisites with a grade of C or better.

Required Text & Material:

SBI Small Business Institute, Advanced Word Processing Simulation, Second Edition, Thomson South-Western Publishing Company

The Gregg Reference Manual, 10th Edition

The Cortez Peters Championship Typing Drills, 4th Edition , (contains CD)

Advanced Keyboarding Study Guide

POFT 2333 Study Guide

Jump Drive

One pocket folder

Highlighter

Headphones with 1/8-inch jack

Capstone Course Explanation: POFT 2333 Advanced Keyboarding is a capstone course for Office Technology Careers Degrees which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. This course is a simulation of an office situation where the students must take the skills of Intermediate Keyboarding and be able to keyboard at 50 gwpm to enter the class. The student must meet the competency of 60 gwpm to complete the course and receive a grade. Composition skills learned in Business English and /or Business Communication are used to create documents and to check the grammar, punctuation, and completeness of those documents. Intermediate Keyboarding taught formatting documents (letters, tables, manuscripts), punctuation spacing, proofreading, content reliability, and page layout. These skills are used in creating documents assigned in the simulation. Intro to Word Processing and Advanced Word Processing taught the functions for

word processing for different types of documents which the students must apply to the documents they create in Advanced Keyboarding.

SCANS

Each objective in this syllabus is identified with a reference to SCANS to indicate that the objective teaches one or more of the SCANS competencies. SCANS is the acronym for the Secretary's Commission on Achieving Necessary Skills (SCANS) and are described in the commission's report as being designed to prepare "America's students and workers for today's high skills workplace. At the end of each objective, the SCANS competencies that are taught are noted by Workplace or Foundation and the category and corresponding letter of the competency. Appendix A at the end of the syllabus gives the SCANS competencies in their complete format. A matrix of the SCANS covered in the course is also found in Appendix A.

Course Competencies & Performance Objectives

Competency--Keyboard at a minimum of 60 gwam with 5 or fewer errors from straight copy material on 5-minute timed writings.

Objective--Given a 5-minute timed writing, the student will be able to keyboard at a minimum of 60 words per minute with 5 or fewer errors on a minimum of five timings during the semester. (Workplace: Technology--B; Information--A, B, C, D; Resources--A, C; Foundation: Basic Skills--A, C, D)

Objective--After completing Rhythm Development Drills, Pretests, and Posttests for 5-minute timed writings and Diagnostic Tests, the student will do corrective practice on misstrokes and assigned drills with 100% accuracy. (Workplace: Technology--B; Information--A, D; Resources--A, C, D; Foundation: Basic Skills--A, C, D)

Objective--Using the Rhythm Development software at the appropriate speed, the student will complete the drill with five or fewer errors in order to progress to the next tape. (Workplace: Technology--B; Information--A, D; Resources--A, C, D; Foundation: Basic Skills--A, C, D)

Objective--After taking 5-minute timed writings, the student will receive at least five Honor Roll Papers with no more than 1 error on the 5-minute timed writing. (Workplace: Technology--B; Information--A, D; Resources--A, D; Foundation: Basic Skills--A, C, D)

Competency--Use proper technique while keyboarding.

Objective--Given text to keyboard, the student will adjust the chair vertically so he/she can sit straight in the chair holding hands approximately parallel to the slant of the keyboard 100 percent of the time.

Objective--While keyboarding, the student will keep eyes on the copy in order to keyboard using the touch method 100 percent of the time.

Objective--While keyboarding, the student will make appropriate reaches from the home row using the correct fingers to stroke the keys with the appropriate area of the finger or fingernail 100 percent of the time.

Objective--Given drills and timed writings that may include symbol and number key reaches, the student will space correctly before and after typed symbols used alone, with numbers, or with words with 100 percent accuracy.

Objective--While keyboarding, the student will be observed (at random times) by an instructor at least three times during the semester and this technique will be recorded on a technique form. (Workplace: Information--A, B, D; Technology--B; Foundation: Thinking Skills--C, E; Basic Skills--D)

Competency -- In a decision making unit, make decisions regarding formatting, placement, grammar, word choice, and punctuation from raw data with errors.

Objective--Given a rough draft table, the student will use word processing software to keyboard the document in correct format and will correct any grammar, punctuation, or spelling errors in order to make the document mailable. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Objective--Given a rough draft memo, the student will use word processing software to keyboard the document in correct format and will correct any grammar, punctuation, or spelling errors in order to make the document mailable. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Objective--Given a rough draft letter and report, the student will use word processing software to keyboard the document in correct format and will correct any grammar, punctuation, or spelling errors in order to make the document mailable. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Objective—Given information to compile into a table, the student will be able to use word processing software to produce the document in mailable format. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Competency--Create a technical report.

Objective--Given a technical report in rough draft form with the specific format instructions, the student will interpret the instructions and will use word processing software to produce the documents in mailable format. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Competency -- Produce mailable documents (with instructions) from rough draft.

Objective--Given rough draft material, the student will prepare mailable documents with at least 70 percent accuracy. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Objective--Given criteria for each assignment, the student will produce correctly formatted business documents with at least 70 percent accuracy. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Objective--Given assignments and/or rough draft material, students will demonstrate correct use of grammar, punctuation, and spelling with at least 70 percent accuracy. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Objective--Using the content of the sentence, the student will choose the correct words to relate a specific idea with at least 70 percent accuracy. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Objective--Using reference manuals and textbooks, the student will be able to proofread each document with at least 70 percent accuracy. (Workplace: Information--A, B, C, D; Technology--B; Foundation: Basic Skills--A, B, C, D; Thinking Skills--B, C, D, E, F)

Competency--Handle jump drive/disks and utilize the network properly in order to save, retrieve, and print documents.

Objective--Given jump drive and/or disks, the student will handle and store them properly with 100% accuracy. (Workplace: Information: A, B, D; Technology--B; Foundation: Basic Skills--A, D; Thinking Skills--B, E)

Objective--Using word processing software, the student will save and retrieve a document with 100% accuracy. (Workplace: Information: A, B, D; Technology--B; Foundation: Basic Skills--A, D; Thinking Skills--B, E)

Objective--Using Windows or word processing software commands, the student should be able to backup his/her disk or jump drive in order to always have a current backup of all documents 100% of the time. (Workplace: Information: A, B, D; Technology--B; Foundation: Basic Skills--A, D; Thinking Skills--B, E)

Objective--Using a computer, the student will be able to boot the computer, log in, load word processing software, create documents, exit the software correctly, and log out of the network with 100% accuracy. (Workplace: Information: A, B, D; Technology--B; Foundation: Basic Skills--A, D; Thinking Skills--B, E)

Objective--Using a computer and after logging in, the student will be able to select the appropriate printer in order to print documents with 100% accuracy. (Workplace: Information: A, B, D; Technology--B; Foundation: Basic Skills--A, D; Thinking Skills--B, E)

Competency--Develop good work habits.

Objective--Given classroom procedures and guidelines for daily preparation, the student will exercise good work habits and attitudes toward assignments by submitting all assigned tasks when due. (Workplace: Resources--A, C, D; Foundation: Personal Qualities: A, B, D, E)

Objective--Using assignment instructions and an assignment schedule, the student will demonstrate dependability, orderliness, accuracy and initiative in completing work. (Workplace: Resources--A, D; Foundation: Personal Qualities: A, B, D, E)

Objective--Given the instructions for each document, the student will make decisions regarding format, placement, and word processing functions. (Foundation: Thinking Skills: A, B, C, D, E, F)

Objective--Using an instructor's evaluation of work produced, the student will demonstrate an acceptable attitude about constructive comments and suggestions concerning improvements of work as recorded on the POFT 2333 Evaluation Form. (Foundation: Personal Qualities—C, D, E; Workplace: Resources--D)

Objective--Using this study guide, the student will organize all reference materials, textbooks, and disks in order to complete all assignments by the designated due date. (Workplace: Information--B)

Objective--Given this study guide, the student will manage his/her time effectively in order to complete the course by the end of the semester. (Workplace: Resources--A, D; Foundation: Personal Qualities: A, D, E)

Competency--Format and keyboard the jobs of the SBI Institute Advanced Word Processing Simulation in mailable format.

All the objectives below assume that students will be using a current version of word processing software on a computer, their POFT 2301 notebook, and SBI Small Business Institute, Advanced Word Processing Simulation, second edition, textbook.

The student will create an unbound report in mailable format with at least 70 percent accuracy using the current version of word processing software. (Workplace Competencies: Resources – A, C; Technology – B; Foundation Skills: Basic – A, B; Thinking – B, D, F; Personal – A, D, E)

The student will correctly use shrink to fit command with at least 70 percent accuracy to ensure that the report is on one page. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, C, D, F; Personal – A, D, E)

The student will correctly use character spacing command to enlarge the title with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, Thinking – B, Personal – A, D, E)

The student will correctly insert clip art, text boxes, page borders, and lines with at least 70 percent accuracy to create a professional flyer. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A; Thinking – A, D; Personal A, D, E)

The student will create a table in landscape format that contains fields to be used as a data document for merge with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology A, B; Foundation Skills: Basic – A; Thinking – B; Personal – A, D, E)

The student will create a letter with special parts in mailable format with at least 70 percent accuracy. (Workplace Competencies: Resources – A; Technology A, B; Foundation Skills – Basic – A, B; Thinking – B, D; Personal – A, D, E)

The student will create a letterhead that has an inserted graphic logo with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A; Thinking – A, B, D; Personal A, D, E)

The student will create an envelope for letters and memos with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Thinking – B; Personal – A, D, E)

The student will create a memo template with the SBI logo with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology A, B; Foundation Skills: Basic – A, B; Thinking – B, D; Personal – A, D, E)

The student will create auto-text entries to be used in documents with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, D; Personal – A, D, E)

The student will print a two-page document using manual duplex and fold the printout with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, D; Personal A, D, E)

The student will insert an Access file into a Word document as a table, format the table, revise it, and sort the contents with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, C, D, F; Personal – A, D, E)

The student will create a main document, a data document, and merge them into a new document with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, F; Personal – A, D, E)

The student will remove hyperlinks from documents created in Word software with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology A, B; Foundation Skills – Basic – A, B; Personal A, D, E)

The student will create a form that can be e-mailed to the recipient and filled in then e-mailed back to the creator with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology A, B; Foundation Skills: Basic – A, B, C; Thinking A, B, D; Personal – A, D, E)

The student will use the forms toolbar to create text form fields, insert the text form field box, create checkboxes, and lock forms with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B, C; Thinking – A, B, D; Personal A, D, E)

The student will create lines using the Autosshapes graphic line and align them with printed text with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, C, D; Personal A, D, E)

The student will create a table correctly formatted with lines; then remove the lines and format it correctly with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, D, F; Personal – A, D, E)

The student will create an unbound report with side headings and footnotes with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, C, D, F; Personal – A, D, E)

The student will create an outline using correct formatting and layout with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, D; Personal – A, D, E)

The student will compose and create a hard copy of a mailable letter that has correct grammar, proper sentence structure, and utilizes a macro for the signature block with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – A, B; Personal – A, D, E)

The student will create a contract in mailable format with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B; Personal – A, D, E)

The student will create a table with shading, rotated text, text form fields, attractive borders, and protect the form with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B, C; Thinking – A, B, F; Personal – A, D, E)

The student will insert and link an Excel chart into a Word document, format the chart according to instructions, and save the file as an html file with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, D; Personal – A, D, E)

The student will retrieve a letter with tracked changes and comments, revise the letter following the tracking and comments, then prepare the letter in mailable format with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, F; Personal – A, D, E)

The student will create a post card following instructions in the text for layout with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, F; Personal – A, D, E)

The student will use a data file to merge addresses on post cards with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, D; Personal – A, D, E)

The student will insert a graphic, remove a hyperlink, and select professional font with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, F; Personal – A, D, E)

The student will create name badges with a border using appropriate label size with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, F; Personal – A, D, E)

The student will use Word Art for text within documents with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, F; Personal – A, D, E)

The student will use a data file to merge names on name badges with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology A, B; Foundation Skills: Basic – A, B; Thinking – B; Personal – A, D, E)

The student will fill in forms that have form file text boxes with at least 70 percent accuracy. (Workplace Competencies: Resources – . (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – B; Thinking – B, F; Personal – A, D, E)

The student will create an attractive newsletter with columns and at least 3 appropriate graphics, page numbers, and consistently formatted headings with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – A, B, C, D, F; Personal – A, D, E)

The student will compose and key text to convey the intended message using complete sentences and correct grammar with at least 70 percent accuracy. (Workplace Competencies: Resources –

A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking A, B, C, F; Personal – A, D, E)

The student will use the software thesaurus to make appropriate word choices with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Foundation Skills: Basic – A, B; Thinking – A, B; Personal A, D, E)

The student will create a title page for a report that contains the name of the report, the date, the name of the person the report is prepared for, and the name of the person who prepared the report with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; Thinking – B, D; Personal – A, D, E)

The student will use the tracking command to indicate changes with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology A, B; Foundation Skills: Basic – A, B; Thinking – B; Personal – A, D, E)

The student will insert section break within a document with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – B; Thinking – B; Personal – A, D, E)

The student will number pages with Roman numerals and Arabic numbers according to section breaks with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – B; thinking – B; Personal – A, D, E)

The student will create a Table of Contents using software commands with at least 70 percent accuracy. (Workplace Competencies: Resources – A, B; Foundation Skills: Basic – B; thinking – B; Personal – A, D, E)

The student will use Word heading styles with at least 70 percent accuracy. (Workplace Competencies: Resources – A, C; Foundation Skills: Basic – B; thinking – B; Personal – A, D, E)

The student will insert hyperlinks into text that enable a reader to move from table of contents that topic within the document quickly with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Foundation Skills: Basic – B; thinking – B; Personal – A, D, E)

The student will insert a watermark into a document with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Foundation Skills: Basic – B; thinking – B; Personal – A, D, E)

The student will use the AutoSummarize command to obtain a brief summary of a longer document with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Foundation Skills: Basic – B; thinking – B; Personal – A, D, E)

The student will use Find/Replace to change wording of a document with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Foundation Skills: Basic – B; thinking – B; Personal – A, D, E)

The student will convert text to table with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; thinking – B; Personal – A, D, E)

The student will convert table to text with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; thinking – B; Personal – A, D, E)

The student will change paper size from 8.5” x 11” with 100 percent accuracy. (Workplace Competencies: Resources – A, technology – B; Foundation Skills: Basic – A, B; Thinking – B; Personal – A, D, E)

The student will adjust table properties to change row height with 100 percent accuracy. (Workplace Competencies: Resources – A, technology – B; Foundation Skills: Basic – A, B; Thinking – B; Personal – A, D, E)

The student will copy merge fields for a directory from one table cell into others with 100 percent accuracy. (Workplace Competencies: Resources – A, technology – B; Foundation Skills: Basic – A, B; Thinking – B; Personal – A, D, E)

The student will create a directory from a table that is merged with a data source with at least 70 percent accuracy. (Workplace Competencies: Resources – A, technology – B; Foundation Skills: Basic – A, B; Thinking – B; Personal – A, D, E)

The student will print two pages per sheet using the Print command with 100 percent accuracy. (Workplace Competencies: Resources – A, C; Technology – A, B; Foundation Skills: Basic – A, B; thinking – B; Personal – A, D, E)

Course Outline

Skillbuilding with Cortez Peters Methods and Software
Decision Making Unit
SBI Advanced Keyboarding Simulation

GRADE DETERMINATION

Grading Standard and Explanation

Daily Production	40%
Tests	20%

Skill	30%
Technique	<u>10%</u>
TOTAL	100%

Daily Production

All jobs will be graded. Some will be check marked for completion and some will be graded for mailability. Those graded for mailability will be penalized ten points for each major error, and minor errors will receive a smaller penalty.

Students will be given a schedule and work will be assigned. A grade of zero (0) will be recorded for each assignment not turned in on the date shown on the schedule.

Each job in each unit is to be completed and graded by the instructor before taking the test for that unit. Students will be given a schedule and work will be assigned with due dates. A grade of zero (0) will be recorded for each assignment not turned in on the date shown on the schedule.

Each job in each unit is to be completed and graded by your instructor before taking the test for that unit.

Tests

Each test is timed for 50 minutes and has jobs similar to those in the unit completed. You may use a reference manual and/or a word processing book. The test grade is determined by completion and accuracy using line count. The grade is determined by the total number of lines completed in mailable form. One retest will be allowed if the student scores below 70 on the first attempt. If the student chooses to retest, the better grade is the one that remains as the test grade.

Exit Requirements

The student must complete five timed writings with at least 60 gwam with five or fewer errors.

ETHICS STATEMENT: Students are responsible for doing their own work and avoid the following:

- Copying from unallowed notes during tests
- Sharing assignments
- Copying from others during tests or allowing others to copy your tests
- Sharing/Copying documents on flash drives or disks with others
- Using cell phones (with or without cameras)
- Using any electronic devices, i.e., cameras, iPods, etc.
- Submitting anything that is not entirely your work

Written assignments must be the student's original work; but if quotations are made from others' works, credit must be given to the original author—do not plagiarize.

Failure to adhere to this ethical standard will result in a grade of zero (0) for the work in question for each person. People involved may be referred to the Director of Business Programs who in turn may refer them for disciplinary action.

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the

Highlander Guide or the MCC policy manual.

ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or msweatt@mclennan.edu.

APPENDIX A

WORKPLACE COMPETENCIES: Effective workers can productively use:

Resources: Identifies, organizes, plans, and allocates resources

- A. *Time*--Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules
- B. *Money*--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. *Material and Facilities*--Acquires, stores, allocates, and uses materials or space efficiently
- D. *Human Resources*--Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

- A. *Participates as Member of a Team*--contributes to group effort
- B. *Teaches Others New Skills*
- C. *Serves Clients/Customers*--Works to satisfy customers' expectations
- D. *Exercises Leadership*--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. *Negotiates*--Works toward agreements involving exchange of resources, resolves divergent interests
- F. *Works with Diversity*--works well with men and women from diverse backgrounds

Information: Acquires and uses information

- A. *Acquires and Evaluates Information*
- B. *Organizes and Maintains Information*
- C. *Interprets and Communicates Information*
- D. *Uses Computers to Process Information*

Systems: Understands complex inter-relationships

- A. *Understands Systems*--knows how social, organizational, and technological systems work and operates effectively with them
- B. *Monitors and Corrects Performance*--distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- C. *Improves or Designs Systems*--suggests modifications to existing system and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies

- A. *Selects Technology*--chooses procedures, tools or equipment including computers and related technologies
- B. *Applies Technology to Task*--Understands overall intent and proper procedures for setup and operation of equipment

WORKPLACE COMPETENCIES CONTINUED...

- C. *Maintains and Troubleshoots Equipment*--Prevents, identifies, or solves problems with equipment, including computers and other technologies

FOUNDATION SKILLS (BASIC SKILLS COMPETENCIES): Competent workers in the high-performance workplace need:

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- A. *Reading*--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. *Writing*--communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. *Arithmetic/Mathematics*--performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. *Listening*--receives, attends to, interprets, and responds to verbal messages and other cues
- E. *Speaking*--organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- A. *Creative Thinking*--generates new ideas
- B. *Decision Making*--specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
- C. *Problem Solving*--recognizes problems and devises and implements plan of action.
- D. *Seeing Things in the Mind's Eye*--organizes, and processes symbols, pictures, graphs, objects, and other information
- E. *Knowing How to Learn*--uses efficient learning techniques to acquire and apply new knowledge and skills
- F. *Reasoning*--discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

- A. *Responsibility*--exerts a high level of effort and perseveres toward goal attainment
- B. *Self-Esteem*--believes in own self-worth and maintains a positive view of self
- C. *Sociability*--demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
- D. *Self-Management*--assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. *Integrity/Honesty*--chooses ethical courses of action

SCANS MATRIX

SCANS Competencies	Covered in the Course
Workplace Competencies: Resources	
A. Time	X
B. Money	
C. Material and Facilities	X
D. Human Resources	
Workplace Competencies: Interpersonal	
A. Participates as Member of a Team	
B. Teaches others new skills	
C. Serves Clients/Customers	
D. Exercises Leadership	
E. Negotiates	
F. Works with Diversity	
Workplace Competencies: Information	
A. Acquires and Evaluates Information	X
B. Organizes and Maintains Information	X
C. Interprets and Communicates Information	X
D. Uses Computers to Process Information	X
Workplace Competencies: Systems	
A. Understands Systems	
B. Monitors and Corrects Performance	
C. Improves or Designs Systems	
Workplace Competencies: Technology	
A. Selects Technology	X
B. Applies Technology to Task	X
C. Maintains and Troubleshoots Equipment	
Foundation Skills: Basic Skills	
A. Reading	X
B. Writing	X
C. Arithmetic/Mathematics	X
D. Listening	X
E. Speaking	
Foundation Skills: Thinking Skills	
A. Creative Thinking	X
B. Decision Making	X
C. Problem Solving	X
D. Seeing Things in the Mind's Eye	X
E. Knowing How to Learn	X
F. Reasoning	X

Foundation Skills: Personal Qualities	
A. Responsibility	X
B. Self-Esteem	
C. Sociability	
D. Self-Management	X
E. Integrity/Honesty	X