

BRAZOSPORT COLLEGE

LAKE JACKSON, TEXAS

SYLLABUS

POFT 2301: INTERMEDIATE KEYBOARDING

COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT

CATALOG DESCRIPTION

POFT 2301 Intermediate Keyboarding. CIP 5204080004

A continuation of keyboarding skills in document formatting emphasizing speed and accuracy. Emphasis on proofreading, editing, following instructions, and keying documents from various copy.

(3 SCH, 2 lecture, 3 lab)

Prerequisite: POFT 1329 or passing score on keyboarding placement test or approval of the division chair.

Required skill level code: Not applicable.

PREPARED BY:	_____	DATE:	_____
	INSTRUCTOR		
RECOMMENDED BY:	_____	DATE:	_____
	DIVISION CHAIRMAN		
RECOMMENDED BY:	_____	DATE:	_____
	DEAN		
APPROVED:	_____	DATE:	_____

The Brazosport College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap.

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**BRAZOSPORT COLLEGE
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COURSE EVALUATION

STUDENT EVALUATION

- A. Document Processing will account for no more than 20% of the total grade.
- B. Production Measurement will account for no more than 20% of the total grade.
- C. Timed Writings will account for no more than 25% of the total grade.
- D. Perfect Lines will account for no more than 15% of the total grade.
- E. Final exam will account for no more than 20% of the total grade.

INSTRUCTOR EVALUATION

- A. Students will be given an opportunity to evaluate their instructor and the course content.
- B. The instructor will review and evaluate in terms of withdrawal rate.
- C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

DEPARTMENT EVALUATION OF COURSE

- A. Faculty and the Division Chair will review student grades and withdrawal trends.
- B. Faculty and the Division Chair will review the Course Competencies and Perspectives Assessment.

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COURSE CONTENT

GENERAL GOALS/OBJECTIVES

- A. The intermediate student will continue to develop the touch method of control on the keyboard and proper typing techniques. The touch method of control is defined as being able to type using correct fingering without the ability to see the alphabet or numbers or auxiliary keys through the use of a keyboard cover which hides the alpha/numeric portion of the keyboard.
- B. The intermediate student will continue to develop and increase in their basic speed and accuracy through the touch method, and continue to increase their knowledge and speed in creating business correspondence through the touch method.

SPECIFIC GOALS/OBJECTIVES

(* Designates a CRUCIAL goal)

- 1. Use software program.
- 2. Apply/use language arts skills.
- * 3. Use correct keying techniques by the touch method.
- * 4. Demonstrate proofreading skill.
- 5. Demonstrate basic Word commands.
- 6. Diagnose speed and accuracy errors.
- 7. Chart speed and accuracy errors.
- * 8. Keyboard timed 5 minute straight copy text by the touch method.
- 9. Keyboard basic correspondence by the touch method.
- 10. Keyboard reports by the touch method.
- 11. Keyboard specialized reports by the touch method.
- 12. Keyboard timed progress tests on basic business correspondence, reports, and specialized reports by the touch method.

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LEARNING OUTCOMES

1. The student will learn vocabulary associated with documents produced in an office environment.
Average test score of 70 on written final exam.
2. The student will demonstrate use of correct keystroke techniques and accuracy.
Average test score of 70 on (3) 5-minute timed writings.
3. The student will demonstrate use of accuracy in keystroke techniques.
Average of 700 perfect lines of typed text completed in 5 week time period.
4. The student will demonstrate correct knowledge of creating business letters and memos using current word processing software.
Average score of 70 on lab assignments and score of 70 on a production-related Test 1.
5. The student will demonstrate correct knowledge of creating boxed tables, open tables, ruled tables, and embedded tables in business documents using current word processing software.
Average score of 70 on lab assignments and score of 70 on a production-related Test 2.
6. The student will demonstrate correct knowledge of creating business and academic reports, footnotes, bibliography, and other preliminary report pages using current word processing software.
Average score of 70 on lab assignments and score of 70 on a production-related Test 3.

**BRAZOSPORT COLLEGE
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Instructor: Diane Ruscito

Office Phone: (979) 230-3440

Alt. Phone: (979) 230-3229 - Division Secretary

Office: D-224B

E-mail: Diane.Ruscito@brazosport.edu

COURSE DESCRIPTION

A continuation of keyboarding skills in document formatting emphasizing speed and accuracy. Emphasis on proofreading, editing, following instructions, and keying documents from various copy.
CIP 5204080004 (3 SCH, 2 lecture, 3 lab)

PREREQUISITES

POFT 1329 or passing score on keyboarding placement test or consent of division chair.

TEXTBOOK OR COURSE MATERIAL INFORMATION

Required: Ober, Johnson, and Zimmerly. Gregg College Keyboarding & Document Processing, 11th Edition box set. (Word 2013) Lessons 1-60. McGraw-Hill/Irwin, 2011. ISBN: 9780077824631

Optional: Sabin. The Gregg Reference Manual, spiral bound. McGraw-Hill / Irwin, current edition.

LAB REQUIREMENTS

None Applicable.

ATTENDANCE AND WITHDRAWAL POLICIES

Students will be dropped if they miss more than 20% of the classes before the drop date. Tardies and leaving early will count as part of an absence.

Fall and Spring 15-week Semesters	
Class Meetings	Maximum absences before being dropped
One per week	2
Two per week	4

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing that course. Students should notify instructor of decision to withdraw and must not expect nor assume the instructor will complete the paperwork for the student. The instructor will complete required paperwork only if the instructor decides to drop a student for cause. Failure to notify instructor of withdrawal could result in the student failing the course.

Please note that changes in the Texas Education Code state that students enrolling for the first time in a Texas public institution of higher education in the fall of 2007 or after, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student's period of undergraduate study at all such institutions (this

includes any course a transfer student has dropped at another institution of higher education). See <http://www.brazosport.cc.tx.us/CurStu.html> for more information.

COURSE REQUIREMENTS AND GRADING POLICY

Document Processing	20%
Production Measurement	20%
Timed Writings	25%
Perfect Lines	15%
Final Exam	<u>20%</u>
	100%

TESTING

A. Document Processing - 20%

Document processing will be the keyboarding of daily assignments that correspond to each unit. Assignments will be due by the **BEGINNING** of the next class period or when the instructor indicates.

Problems will be graded as **MAILABLE** or **NONMAILABLE**. The final grade for this area will be based on the number of mailable problems completed (See **Addendum B on Standards for Mailability**).

B. Production Measurement-20%

Several progress tests will be given during the semester according to the class schedule. Students will be evaluated on their keyboarding skills, proofreading, editing, and speed of work. A grading scale distributed to the students at the time of the test will determine grades for each document.

Students will not be permitted to exit the GDP program to check errors and then re-enter to edit. All edits must be done before the student exits the GDP program. (See **Addendum E**)

C. Timed Writings-25%

Students will have frequent opportunities to prove their skill in timed writings. The grade is determined by the **AVERAGE** of the best three 5-minute timed writings taken during the semester. **If a student does not turn in at least three timed writings, the student will receive a ZERO for any timed writing not turned in.**

Error limit on 5-minute writings is 10. Net words a minute (NWAM) will be used for computing the final score. Two points will be deducted for each error up to 5 errors; four points will be deducted for each error over 5, up to a maximum of 10 errors.

Example: GWAM 68
 Errors 4 @ 2 - 8
 60 NWAM

Example: GWAM 68
 Errors 5 @ 2 -10
 2 @ 4 -8
 50 NWAM

The final grade will be based on the scale shown in **Addendum C**.

D. Perfect Lines - 15%

The Perfect Lines Championship Typing Drills represents a proven concept in developing speed and accuracy at the computer. It is an individualized diagnostic approach, and it utilizes drills practiced in uninterrupted blocks of time. Devoting 16 classroom hours to the drills within a semester will derive maximum benefit. The grade will be based on the number of perfect lines as shown in **Addendum D**.

E. Final Exam - 20%

A final exam will be given which will be approximately two hours in length. The test will include problem keyboarding representing the cumulative techniques and skills acquired by the end of the course.

MAKE-UP POLICY

There will be no make-up tests given. If a student misses one test, the grade on the final exam will be put in place of the test grade. If more than one test is missed, a grade of zero will be given for all but the first test.

STUDENT RESPONSIBILITIES

Speed and Accuracy

Each student will be keeping track of his/her individual speed and accuracy development. Students will fill out progress charts as well as participate in a diagnostic drill program. The instructor will check all charts as the course progresses and offer suggestions for improvement. Students are also encouraged to discuss any speed or accuracy problems with the instructor.

Proofreading/Mailability

Students will be responsible for the accuracy of documents which includes content, mechanics, and format of the document. Students should check for misspelled words, punctuation, capitalization, as well as the arrangement of the document on the page (**See Addendum B**). Also, the instructor is available if there are any questions.

Using the Software

Since the software is what controls the computer, the student will be responsible for learning the commands for each software that is used. Students are encouraged to use the reference guide and the command summary for Word for Windows that are in the keyboarding textbook and manual. Please notify the instructor if there are any software or hardware problems.

PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, ETC.

(Instructor specific.)

SCANS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the areas of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, **see Addendum F**.

ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu> (click on the link found on the right side of the homepage).

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and will, at a minimum, result in the grade of a zero for the assignment in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software. Please contact the Special Populations Counselor at (979) 230-3236 for further information.

OTHER STUDENT SERVICES INFORMATION

Information about the Brazosport College Library is available at www.brazosport.edu/sites/CurrentStudents/Library/default.aspx or by calling (979) 230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC) (see www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx or call (979) 230-3253).

To contact the Computer Technology & Office Administration Department, call (979) 230-3229 or (979) 230-3394.

Student Services provides assistance in the following:

Counseling and Advising	(979) 230-3040
Financial Aid	(979) 230-3294
Student Activities	(979) 230-3355

To reach the Information Technology Department for computer, E-mail, or other technical assistance, call the Helpdesk at (979) 230-3266.

ADDENDUM A PERFORMANCE OBJECTIVES

The student will be allowed references. Performance will be satisfactory if the outcome conforms to Addendums B, C, D, and E.

1. The student will use a software program.
Conditions: Given specific software and references
Outcome: Student will use software appropriately
Standards: Complete all assigned course work
2. The student will demonstrate proofreading skill.
Conditions: Given spellchecker and reference materials
Outcome: Student will proofread documents and timed writings
Standards: Must be mailable copy (Addendum B)
3. The student will keyboard appropriate speed and accuracy drills.
Conditions: Given straight copy text
Given one minute or five minutes
Outcome: Student will keyboard perfect lines for drills identified by errors on Diagnostic and Paced Practice charts
Standards: Must be checked by instructor
4. The student will keyboard timed straight copy text.
Conditions: Given straight copy text
Given five minutes
Outcome: Student will keyboard with no more than 10 errors
Standards: See Addendum D: Timed Writing Scale
5. The student will keyboard timed progress tests.
Conditions: Given at least three documents
Outcome: Student will follow directions as stated in the textbook
Documents must be done in the order as shown in the textbook
Documents must be **edited and printed before going on to the next document**
Standards: Must have no documented edits on the printouts.
See appropriate Grading Scale.
6. The student will keyboard basic correspondence. These documents include business letters and interoffice memoranda.
Conditions: Given reference materials business letters and interoffice memoranda
Outcome: Follow directions as stated in the textbook
Standards: See Addendum B: Standards for Mailability

7. The student will keyboard reports. These documents include various reports, bibliographies, book manuscripts, and tables of content.
- Conditions: Given reference materials, unbound reports, news releases, book manuscripts, and abstracts
- Outcome: Student will follow directions as stated in the textbook
- Standards: See Addendum B: Standards for Mailability
8. The student will keyboard specialized reports. These documents include tables and resumes.
- Conditions: Given reference materials, tables and resumes.
- Outcome: Student will follow directions as stated in the textbook
- Standards: See Addendum B: Standards for Mailability

ADDENDUM B

OFFICE MANAGEMENT TECHNOLOGY STANDARDS FOR MAILABILITY

Errors That Make Work Unacceptable

1. Uncorrected copy.
2. Incorrect vertical or horizontal placement.
3. Lack of correct punctuation or capitalization.
4. Omission of letters or words.
5. Omission of necessary parts of document.
6. Inconsistent style or form.
7. Incorrect word division (according to typing rules).
8. Dividing words at the end of more than two consecutive lines.
9. Spelling errors.
10. Not following instructions.
11. Incorrect grammar usage.

ADDENDUM C

FIVE-MINUTE TIMED WRITING GRADING SCALE

INTERMEDIATE KEYBOARDING

NWAM	Grade	NWAM	Grade
50	100	22	44
49	98	21	42
48	96	20	40
47	94	19	38
46	92	18	36
45	90	17	34
44	88	16	32
43	86	15	30
42	84	14	28
41	82	13	26
40	80	12	24
39	78	11	22
38	76	10	20
37	74	9	18
36	72	8	16
35	70	7	14
34	68	6	12
33	66	5	10
32	64	4	8
31	62	3	6
30	60	2	4
29	58	1	2
28	56	0	0
27	54		
26	52		
25	50		
24	48		
23	46		

1 - 5 Errors = Penalty -2 each

6-10 Errors = Penalty -4 each

More than 10 errors = Paper cannot be recorded

ADDENDUM D

**PERFECT LINES
GDP11 PERFECT LINES
GRADING SCALE**

INTERMEDIATE KEYBOARDING

PERFECT LINES	GRADE	PERFECT LINES	GRADE
1000	100	690	69
990	99	680	68
980	98	670	67
970	97	660	66
960	96	650	65
950	95	640	64
940	94	630	63
930	93	620	62
920	92	610	61
910	91	600	60
900	90	590	59
890	89	580	58
880	88	570	57
870	87	560	56
860	86	550	55
850	85	540	54
840	84	530	53
830	83	520	52
820	82	510	51
810	81	500	50
800	80	490	49
790	79	480	48
780	78	470	47
770	77	460	46
760	76	450	45
750	75	440	44
740	74	430	43
730	73	420	42
720	72	410	41
710	71	400	40
700	70	Etc.	

ADDENDUM E

PRODUCTION TEST EVALUATION

Production tests are keyboarding tests evaluating the amount of time a student spends on a document.

Items will be evaluated on the amount of time spent to complete the exercise and the number of errors found.

The evaluation is based on a scale measuring the quality and the speed of work of each document. The individual document grades are then averaged to obtain the Production Test grade.

Students may not leave the GDP program and then re-enter to edit documents. The student must edit all documents during the initial work time. As each document is finished, it should be printed both in a Word format and in a GDP format.

The grading scale should be given to the students before each Production Test.

ADDENDUM F

SCANS COMPETENCIES		
POFT 2301—INTERMEDIATE KEYBOARDING		
Competency Reference		Application
1.	Resource	Selecting and ranking relevant activities. Allocating time for different activities.
	Time Management,	
	Facilities/Materials,	
	Human Resources	
2.	Interpersonal	Contributes to class activities.
	Leadership,	
	Part. as Team Member,	
	Works with Diversity	
3.	Information	Analyzes and selects appropriate information and uses a computer to process letters, reports, tabulations, and business forms.
	Acquiring,	
	Organizing,	
	Interpreting	
4.	Systems, Understanding	
	Organizational Systems	
	Technological Systems,	
	Social Systems	
5.	Technology	Selects the best process for producing documents and identifies and/or solves the problem if the process does not work.
	Selecting,	
	Applying,	
	Maintaining	
6.	Basic Skills	Proofreads documents for correctness as well as meaning.
	Reading, Writing,	
	Mathematics,	
	Speaking, Listening	
7.	Thinking Skills	Editing and revising text to improve document readability. Determining document format.
	Decision Making,	
	Problem Solving,	
	Learning Techniques	
8.	Personal Qualities	Setting personal goals. Assesses own work and monitors progress toward goals.
	Responsibility,	
	Sociability,	
	Integrity/Honesty	

POFT 2301 INTERMEDIATE KEYBOARDING PART 1 PERFECT LINES
SAMPLE SCHEDULE: always refer to schedule provided to you by your instructor!

PERFECT LINES			
WEEK	ASSIGNMENT	ASSIGNMENT DUE	NOTES
Week 1	Accuracy Study 1 Drill 1 - 5 Accuracy Study 2 Drill 1-10	By end of class or by beginning of next class period.	Before your print—Be sure you are using the correct date! Graded on number of correct lines.
	Accuracy Study 3 Drill 1-5 Accuracy Study 4 Drill 1-4 Speed Study 1 Drill 1 - 10	By end of class or by beginning of next class period.	Graded on number of correct lines. Print out your Student Portfolio from My GDP filtering for date
Week 2	Accuracy Study 5 Drill 1-12 Accuracy Study 6 Drill 1-4 Accuracy Study 7 Drill 1-6 Speed Study 2 Drill 1 - 10	By end of class or by beginning of next class period.	Graded on number of correct lines. Print out your Student Portfolio from My GDP filtering for date
	Accuracy Study 8 Drill 1-26 Accuracy Study 9 Drill 1-5 Speed Study 3 Drill 1-5	By end of class or by beginning of next class period.	Graded on number of correct lines. Print out your Student Portfolio from My GDP filtering for date
Week 3	Accuracy Study 10 Drill 1-4 Accuracy Study 11 Drill 1-6 Accuracy Study 12 Drill 1-6 Speed Study 4 Drill 1-5 Speed Study 5 Drill 1-5	By end of class or by beginning of next class period.	Graded on number of correct lines. Print out your Student Portfolio from My GDP filtering for date
	Accuracy Study 13 Drill 1-3 Accuracy Study 14 Drill 1-3 Speed Study 6 Drill 1-5	By end of class or by beginning of next class period.	Graded on number of correct lines. Print out your Student Portfolio from My GDP filtering for date
Week 4	Accuracy Study 15 Drill 1-3 Accuracy Study 16 Drill 1-2 Speed Study 7 Drill 1-5	By end of class or by beginning of next class period.	Graded on number of correct lines. Print out your Student Portfolio from My GDP filtering for date
	Accuracy Study 17 Drill 1-3 Accuracy Study 18 Drill 1 Accuracy Study 19 Drill 1-4 Speed Study 8 Drill 1-8	By end of class or by beginning of next class period.	Graded on number of correct lines. Print out your Student Portfolio from My GDP filtering for date

PERFECT LINES			
Week 5	Accuracy Study 20 Drill 1-3 Accuracy Study 22 Drill 1-11 Accuracy Study 23 Drill 1-10 Accuracy Study 24 Drill 1-6 Speed Study 9 Drill 1-4	By end of class or by beginning of next class period.	Graded on number of correct lines. Print out your Student Portfolio from My GDP filtering for date
	Accuracy Study 26 Drill 1-5 Speed Study 10 Drill 1-4 Complete corrective practice (perfect lines)	By end of class or by beginning of next class period.	Graded on number of correct lines. Print out your Student Portfolio from My GDP filtering for date

POFT 2301 INTERMEDIATE KEYBOARDING PART 2: DOCUMENT PROCESSING

REMINDER: SAMPLE SCHEDULE (see instructor for current schedule)

Gregg Document Processing			
Week	DRILLS	5-MINUTE TIMED WRITINGS	DOCUMENT PROCESSING
Week 6		Supplementary Timing 1 Page SB-26	Lesson 29—Document Processing Correspondence 29-14 Interoffice Memo with Attachment Notation Correspondence 29-15 Interoffice Memo with Attachment Notation Lesson 60 –Document Processing Correspondence 60-52 Interoffice Memo
		Supplemental Timing 2 Page SB-27	Lesson 27—Document Processing—Block Style Business Letters Correspondence 27-6 Business Letter in Block Style with Enclosure Notation Lesson 44—Document Processing Correspondence 44-30 Business Letter in Block Style With Copy Notation Correspondence 44-31 E-mailWith Copy Notation
Week 7		Supplemental Timing 3 Page SB-28	Lesson 45—Document Processing—Modified Block Style Business Letter Correspondence 45-32 Business Letter in Modified-Block Style With Enclosure and Copy Notations Correspondence 45-33 Business Letter in Modified Block Style With Numbered List

Gregg Document Processing			
Week	DRILLS	5-MINUTE TIMED WRITINGS	DOCUMENT PROCESSING
		Supplemental Timing 4 Page SB-29	Lesson 42—Document Processing—Personal-Business Letters Correspondance 42-24 Personal-Business Letter in Block Style With Standard Punctuation Lesson 43—Document Processing—Memos Correspondance 43-27 Memo With a single-line Bulleted List Correspondance 43-28 Memo With a Multi Line Numbered List Correspondance 43-29 Memo With a Single Line Bulleted List
Week 8	TEST		PRODUCTION TEST Block Style Letters, Modified Block Style Letters, Memos
		Supplementary Timing 5 Page SB-30	Lesson 36 Boxed Tables Table 36-1 Three-Column Boxed Table Table 36-2 Two-Column Boxed Table Table 36-3 Two-Column Boxed Table Table 36-4 Three-Column Boxed
Week 9		Supplementary Timing 6 Page SB-31	Lesson 37-Open Tables with Titles <i>Extending Language Arts—Page 134</i> Table 37-5 Two-Column Open Table with Title Table 37-6 Three-Column Open Table with Title and Subtitle Table 37-7 Two-Column Open Table with Title and Subtitle
			Lesson 38—Open Tables With Column Headings Table 38-8 Two-Column Open Table with Column Headings Table 38-9 Two-Column Open Table with Column Headings Lesson 39—Ruled Tables with Number Columns Table 39-12 Three-Column Ruled Table with Number Columns Table 39-13 Four-Column Ruled Table with Number Columns Lesson 31—Business Report

Gregg Document Processing			
Week	DRILLS	5-MINUTE TIMED WRITINGS	DOCUMENT PROCESSING
			Report 31-1 One Page Business Report Report 31-2 One Page Business Report
Week 10		Supplementary Timing 7 Page SB-32	Lesson 32—Business Report Report 32-3 Multipage Business Report Report 32-4 Multipage Business Report Complete all assignments before the production test! No Late Work
	TEST		PRODUCTION TEST TABLES
Week 11			Lesson 46—Business Reports With Footnotes Report 46-13 Business Report with Footnotes
		Supplementary Timing 8 Page SB-33	Lesson 48 & 49—Academic Reports in MLA Style & Bibliography Report 48-17 Report in MLA Style Report 49-19 Bibliography
Week 12			Lesson 44 & 45—Works Cited in MLA Style & Preliminary Report Pages Report-44-21 Works Cited Report-45-22 Title Page Report 45-23 Table of Contents
		Supplementary Timing 9 Page SB-34	LAB

Week 13	<p style="text-align: center;">EXAMPLE: THANKSGIVING HOLIDAY College is closed from _____ until _____ .</p>		
Week 14	TEST		PRODUCTION TEST -- REPORTS
		Supplementary Timing 10 Page SB-35	<p>Lesson 52 Application Letter Correspondence 52-36 Application Letter in Block Style With Enclosure Notation</p> <p>Lesson 54—Follow-up Letter Correspondence 54-39 Follow-up Letter in Modified Block Style</p>
Week 15	<p>TODAY IS THE LAST DAY FOR ALL WORK TO BE TURNED IN NOTE: THESE THREE REVIEW ITEMS— DO NOT HAVE TO BE TURNED IN (Only if you want to replace a non-mailable grade). If you don't want to turn them in, you might do them as a review for the final.</p>		<p>Lesson 56—Letter/Memo/Table Correspondence 56-45 Business Letter with Bulleted List Correspondence 56-46 Memo with Bulleted List and Enclosure Notation Table 56-18 Two-Column Boxed Table</p>
(see instructor's current schedule)	<p style="text-align: center;">Review for Final Exam</p> <p style="text-align: center;">FINAL EXAM</p>		