

AOM I0I0 CD
Keyboarding
Syllabus

FALL

10/02/2013 –
12/18/2013

Elaina Ashley
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Room # 187
Monday &
Wednesday 1:00
P.M. to 3:50 P.M.

Course Number:	AOM I010 Section: CD
Course Title:	Keyboarding
Instructor Name:	Elaina Ashley Room # 187
Voice Mail:	(706) 288-2500 ext. 7428
Email Address:	elaina.ashley@vc.edu
Term Dates:	10/02/2013 – 12/18/2013
Class Meetings:	Monday & Wednesday 1:00 P.M. to 3:50 P.M.
Credit Hours:	Four (4)
Lecture Hours:	20
Lab Hours:	40
Course Length:	11 weeks
Prerequisite(s):	None
Textbook:	<u>Gregg College Keyboarding & Document Processing (GDP), Word 2010 Kit I, Lessons 1-60, 11th Edition, Ober, Johnson and Zimmerly, McGraw Hill, 2011.</u> ***One Copy for each Student to keep***
Instructional Materials:	Textbook; Supplemental Letter Drills; Computer with Microsoft Word; GDP software https://vcaugusta.gdp11.com
Course Description:	Keyboarding presents the skills to help the student reach optimal keyboarding operation and data entry, along with the basic introduction to computer functions to meet entry-level employment opportunities requiring these skills.
Course Objectives:	Upon the successful completion of this course, the student will be able to: <ul style="list-style-type: none"> • Key alphabetic and numeric data by touch; • Demonstrate the proper techniques for typing; • Enter and edit text; • Use word processing functions including centering text horizontally and vertically on the page, text alignments, line spacing, bold, italicize, and underline; • Key business correspondence; • Key simple academic reports; • Reach and maintain a typing speed of at least 35 net words per minute; • Demonstrate core computer competencies and components; • Complete daily tasks in a timely manner; and • Work cooperatively with others in a professional manner.
Instructional Methods:	Delivery Method: Residential. Discussion, Lecture, Audio-visuals, Demonstrations, and Return Demonstrations, Lab exercises
Resources:	Reference materials are available in our college library as well as the Internet and the local public libraries. Research assignments should include the Virginia College Virtual Library which is your gateway to reference resources. Students may access the virtual library through the Virginia College website: portal.vc.edu

Evaluation:	<table> <tr> <td>Participation and Professionalism</td> <td>10%</td> </tr> <tr> <td>Out of Class Student Homework</td> <td>5%</td> </tr> <tr> <td> Lab Activities</td> <td>15%</td> </tr> <tr> <td> Tests</td> <td>15%</td> </tr> <tr> <td> Timed Writings</td> <td>20%</td> </tr> <tr> <td> Final Exam</td> <td>20%</td> </tr> <tr> <td>Comprehensive Learning Project</td> <td>15%</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td> Total</td> <td>100%</td> </tr> </table>	Participation and Professionalism	10%	Out of Class Student Homework	5%	Lab Activities	15%	Tests	15%	Timed Writings	20%	Final Exam	20%	Comprehensive Learning Project	15%	<hr/>		Total	100%	Students are expected to spend two hours in homework for each hour in lecture. All homework will be graded and will comprise the percentage of the final course grade identified in "Out of Class Student Homework."
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Grading Scale:	<table> <tr> <td>90% – 100 %</td> <td>A</td> <td rowspan="5">Percentages are determined by dividing the number of points earned by the total points possible.</td> </tr> <tr> <td>80% – 89 %</td> <td>B</td> </tr> <tr> <td>70% – 79 %</td> <td>C</td> </tr> <tr> <td>60% – 69 %</td> <td>D</td> </tr> <tr> <td>0% – 59 %</td> <td>F</td> </tr> </table>	90% – 100 %	A	Percentages are determined by dividing the number of points earned by the total points possible.	80% – 89 %	B	70% – 79 %	C	60% – 69 %	D	0% – 59 %	F								
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Attendance/Make-Up Policy:	<p>Refer to catalog</p> <p>Daily tasks will be assigned which are due by the end of the class meeting each day. These tasks do not fall under the Make-up policy. Task completion is included in the student's Professionalism grade.</p>																			
Professionalism Expectations:	<p>Students are expected to act in a professional manner by meeting deadlines, solving problems, cooperating with classmates, and generally contributing in a positive way to the class. Working in your field of study often means searching for solutions in a group context. Teamwork, listening, empathy, enthusiasm, emotional maturity, respect, and consideration of other people's concerns are all essential to success. Please bring these qualities and values with you to class. It is as important to "practice" these interpersonal skills as it is to learn new intellectual content and related skills. Students will be evaluated on their professional demeanor in class.</p> <p>Observables:</p> <ul style="list-style-type: none"> • Timeliness • Communicating respectfully with peers and instructor • Respecting others' opinions • Adhering to the dress code as outlined in the VC Student Handbook • Adhering to the Academic Integrity expectations as outlined in the VC Student Handbook • Wearing the college identification badge • Completing all assigned daily tasks 																			

Special Notes:

Timed Writings: Grading scales for Midterm Three-Minute Timed Writings and Final Exam Three-Minute Timed Writings: (Please note that an A for Final Exam is 35 WPM.)

Midterm Scoring			Final Scoring		
GWAM	ERRORS	GRADE	GWAM	ERRORS	GRADE
	n/a	0%		n/a	0%
20	2 or less	71.43%	25	2 or less	71.43%
21-22	2 or less	78.57%	26-29	2 or less	78.57%
23-24	3 or less	85.71%	30-32	3 or less	85.71%
25	3 or less	92.86%	33-34	3 or less	92.86%
26	3 or less	100.00%	35	3 or less	100.00%

Week	Dates	Topic Schedule {Lab Assignments}	Homework
1	Wed 10/2	Introductions {classmates, course & syllabus } Complete GDP LESSON I {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT I {worth 50%} and the corresponding document {worth 50%}
	Mon 10/7	Complete GDP LESSON 2 & 3 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 2 & 3 {worth 50%} and the corresponding document {worth 50%}
2	Wed 10/9	Complete GDP LESSON 4 & 5 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 4 & 5 {worth 50%} and the corresponding document {worth 50%}
	Mon 10/1 4	TIMING TEST: LESSON 1J, 2I, 3H, 4H, 5H, & 6G Complete GDP Lesson 6 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 6 {worth 50%} and the corresponding document {worth 50%}
3	Wed 10/1 6	TIMING TEST: 15wpm/3e Complete GDP LESSON 7 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 7 {worth 50%} and the corresponding document {worth 50%}
	Mon 10/2 1	Complete GDP LESSON 8 & 9 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 8 & 9 {worth 50%} and the corresponding document {worth 50%}
4	Wed 10/2 3	Complete GDP LESSON 10 & 11 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 10 & 11 {worth 50%} and the corresponding document {worth 50%}
	Mon 10/2 8	Complete GDP LESSON 12 & 13 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 12 & 13 {worth 50%} and the corresponding document {worth 50%}
5	Wed 10/3 0	TIMING TEST: 20/wpm/3e Complete GDP LESSON 14 & 15 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 14 & 15 {worth 50%} and the corresponding document {worth 50%}
	Mon 11/4	Complete GDP LESSON 16 & 17 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 16 & 17 {worth 50%} and the corresponding document {worth 50%}

6	Wed 11/6	TIMING TEST: LESSON 7G, 8H, 9H, 10H, 11I, 12G, 13J, 14I, 15G, 16I, 17H, & 18H Complete GDP LESSON 18 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 18 {worth 50%} and the corresponding document {worth 50%}
	Mon 11/4	Complete GDP LESSON 19 & 20 {worth 50%} and the corresponding document {worth 50%}. When finished with both portions, turn in the completed lesson document.	Complete GDP ENRICHMENT 19 & 20 {worth 50%} and the corresponding document {worth 50%}
7	Wed 11/1 1	MIDTERM EXAM	Complete GDP TEN-KEY NUMERIC KEYPAD LESSON & TEN-KEY NUMERIC KEYPAD ENRICHMENT {worth 50%} and the corresponding document {worth 50%}
	Mon 11/1 8	Complete GDP LESSON 21, 22, & 23. Print any documents completed in Word that you have to make changes to. Complete the corresponding document. When finished with GDP & the documents, attach any Word documents and turn in.	SUPPLEMENTARY TIMED WRITING, 1: Complete the corresponding document and follow the directions for completing the lesson in GDP.
8	Wed 11/2 0	TIMING TEST: 25 wpm 3 errors Complete GDP LESSON 24, 25, & 26. Print any documents completed in Word that you have to make changes to. Complete the corresponding document. When finished with GDP & the documents, attach any Word documents and turn in.	SUPPLEMENTARY TIMED WRITING, 2: Complete the corresponding document and follow the directions for completing the lesson in GDP.
	Mon 11/2 5	Complete GDP LESSON 27 & 28. Print any documents completed in Word that you have to make changes to. Complete the corresponding document. When finished with GDP & the documents, attach any Word documents and turn in.	SUPPLEMENTARY TIMED WRITING, 3: Complete the corresponding document and follow the directions for completing the lesson in GDP.
9	Mon 12/2	LAST DAY TO TURN IN LESSONS & ENRICHMENTS 1 – 20 TIMING TEST: 30 wpm 3 errors Complete GDP LESSON 29 & 30. Print any documents completed in Word that you have to make changes to. Complete the corresponding document. When finished with GDP & the documents, attach any Word documents and turn in.	SUPPLEMENTARY TIMED WRITING, 4: Complete the corresponding document and follow the directions for completing the lesson in GDP.
	Wed 12/4	COMPREHENSIVE LEARNING PROJECT (Can only be completed in class – you must be present on 12/4 to complete this exercise for credit [Worth 15% of your grade]): Locate the Comprehensive Learning Exercise document either in GDP resources or in your class portal. Complete the document as directed as well as the corresponding lessons in GDP.	SUPPLEMENTARY TIMED WRITING, 5: Complete the corresponding document and follow the directions for completing the lesson in GDP.

I0	Mon 12/9	Complete GDP LESSON 31 & 32. Print any documents completed in Word that you have to make changes to. Complete the corresponding document. When finished with GDP & the documents, attach any Word documents and turn in.	SUPPLEMENTARY TIMED WRITING, 6: Complete the corresponding document and follow the directions for completing the lesson in GDP.
	Wed 12/1 1	Complete GDP LESSON 33 & 34. Print any documents completed in Word that you have to make changes to. Complete the corresponding document. When finished with GDP & the documents, attach any Word documents and turn in.	SUPPLEMENTARY TIMED WRITING, 7: Complete the corresponding document and follow the directions for completing the lesson in GDP.
II	Mon 12/1 6	<p>LAST DAY TO TURN IN LESSONS 21 – 36 {INCLUDES TODAY'S IN CLASS LESSONS} AND SUPPLEMENTARY TIMED WRITINGS I - 7</p> <p>TIMING TEST: 35 wpm 3 errors Complete GDP LESSON 35 & 36. Print any documents completed in Word that you have to make changes to. Complete the corresponding document. When finished with GDP & the documents, attach any Word documents and turn in.</p>	SUPPLEMENTARY TIMED WRITING, 8: Complete the corresponding document and follow the directions for completing the lesson in GDP.
	Wed 12/1 8	FINAL EXAM	