# AOM 1010 MN
# Keyboarding Syllabus

FALL

# 10/02/2013 – 12/18/2013

Elaina Ashley
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Room # 187
Monday &
Wednesday
5:00 P.M. to
7:50 P.M.

| Course Number: | **AOM 1010      Section:  MN** |
|---|---|
| Course Title: | **Keyboarding** |
| Instructor Name:<br>Voice Mail:<br>Email Address: | Elaina Ashley     Room # 187<br>(706) 288-2500 ext. 7428<br>elaina.ashley@vc.edu |
| Term Dates: | 10/02/2013 – 12/18/2013 |
| Class Meetings: | Monday & Wednesday 5:00 P.M. to 7:50 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 1, Lessons 1-60,11th Edition, Ober, Johnson and Zimmerly, McGraw Hill, 2011.</u><br>**\*\*\*One Copy for each Student to keep\*\*\*** |
| Instructional Materials: | Textbook; Supplemental Letter Drills; Computer with Microsoft Word; GDP software<br>https://vc.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:<br>• Key alphabetic and numeric data by touch;<br>• Demonstrate the proper techniques for typing;<br>• Enter and edit text;<br>• Use word processing functions including centering text horizontally and vertically on the page, text alignments, line spacing, bold, italicize, and underline;<br>• Key business correspondence;<br>• Key simple academic reports;<br>• Reach and maintain a typing speed of at least 35 net words per minute;<br>• Demonstrate core computer competencies and components;<br>• Complete daily tasks in a timely manner; and<br>• Work cooperatively with others in a professional manner. |
| Instructional Methods: | Delivery Method:  Residential.<br>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: | Participation and Professionalism — 10%<br>Out of Class Student Homework — 5%<br>Lab Activities — 15%<br>Tests — 15%<br>Timed Writings — 20%<br>Final Exam — 20%<br>Project — 15%<br>Total — 100%<br><br>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." |

| Grading Scale: | 90%  –  100 %   A<br>80%  –  89 %   B<br>70%  –  79 %   C<br>60%  –  69 %   D<br>0%  –  59 %   F | Percentages are determined by dividing the number of points earned by the total points possible. |
|---|---|---|
| Attendance/Make-Up Policy: | Refer to catalog<br><br>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. | |
| Professionalism Expectations: | 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.<br><br>Observables:<br>• Timeliness<br>• Communicating respectfully with peers and instructor<br>• Respecting others' opinions<br>• Adhering to the dress code as outlined in the VC Student Handbook<br>• Adhering to the Academic Integrity expectations as outlined in the VC Student Handbook<br>• Wearing the college identification badge<br>• 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 | Homework | Lab Assignments |
|------|-------|----------------|----------|-----------------|
| 1 | **Wed 10/2** | Introductions {classmates, course & syllabus } <br> Why this course is important <br> Using the Home software <br> Posture; Technique; Know your computer <br> GDP software **Lesson 1** | Key/Print **Lesson 1 Enrichment**: 1A, 1B, & 1C | Key/Print **Lesson 1**: 1A, 1B, 1C, 1D, 1E, 1F, 1G, 1H, & 1I |
|  | **Mon 10/7** | GDP software **Lesson 2** & **Lesson 3** | Key/Print **Lesson 2 Enrichment**: 2A, 2B, & 2C & **Lesson 3 Enrichment:** 3A, 3B, & 3C | Key/Print **Lesson 2**: 2A, 2B, 2C, 2D, 2E, 2F, 2G, & 2H & **Lesson 3**: 3A, 3B, 3C, 3D, 3E, 3F, & 2G |
| 2 | **Wed 10/9** | GDP software **Lesson 4** & **Lesson 5** | Key/Print **Lesson 4 Enrichment**: 4A, 4B, & 4C & **Lesson 5 Enrichment:** 5A, 5B, & 5C | Key/Print **Lesson 4**: 4A, 4B, 4C, 4D, 4E, 4F, & 4G & **Lesson 5**: 5A, 5B, 5C, 5D, 5E, 5F, & 5G |
|  | **Mon 10/14** | **Timed Writing:** 1J, 2I, 3H, 4H, 5H, & 6G <br> GDP software **Lesson 6** | Key/Print **Lesson 6 Enrichment**: 6A, 6B, 6C, & 6D | Key/Print **Lesson 6**: 6A, 6B, 6C, 6D, 6E, & 6F |
| 3 | **Wed 10/16** | **Timing Test: 15 wpm 3 errors** <br> GDP software **Lesson 7** | Key/Print **Lesson 7 Enrichment**: 7A, 7B, 7C, & 7D | Key/Print **Lesson 7**: 7A, 7B, 7C, 7D, 7E, & 7F |
|  | **Mon 10/21** | GDP software **Lesson 8** & **Lesson 9** | Key/Print **Lesson 8 Enrichment**: 8A, 8B, & 8C & **Lesson 9 Enrichment:** 9A, 9B, & 9C | Key/Print **Lesson 8**: 8A, 8B, 8C, 8D, 8E, 8F, & 8G & **Lesson 9**: 9A, 9B, 9C, 9D, 9E, 9F, & 9G |
| 4 | **Wed 10/23** | GDP software **Lesson 10** & **Lesson 11** | Key/Print **Lesson 10 Enrichment**: 10A, 10B, 10C, 10D, & 10E & **Lesson 11 Enrichment:** 11A, 11B, & 11C | Key/Print **Lesson 10**: 10A, 10B, 10C, 10D, 10E, 10F, 10G & 10H & **Lesson 11**: 11A, 11B, 11C, 11D, 11E, 11F, 11G, & 11H |
|  | **Mon 10/28** | GDP software **Lesson 12** & **Lesson 13** | Key/Print **Lesson 12 Enrichment**: 12A, 12B, & 12C & **Lesson 13 Enrichment:** 13A, 13B, & 13C | Key/Print **Lesson 12**: 12A, 12B, 12C, 12D, 12E, & 12F & **Lesson 13**: 13A, 13B, 13C, 13D, 13E, 13F, 13G, 13H, & 13I |
| 5 | **Wed 10/30** | **Timing Test: 20 wpm 3 errors** <br> GDP software **Lesson 14** & **Lesson 15** | Key/Print **Lesson 14 Enrichment**: 14A, 14B, 14C, & 14D & **Lesson 15 Enrichment:** 15A, 15B, 15C, & 15D | Key/Print **Lesson 14**: 14A, 14B, 14C, 14D, 14E, 14F, 14G, & 14H & **Lesson 15**: 15A, 15B, 15C, 15D, 15E, & 15F |
|  | **Mon 11/4** | GDP software **Lesson 16** & **Lesson 17** | Key/Print **Lesson 16 Enrichment**: 16A, 16B, & 16C & **Lesson 17 Enrichment:** 17A, 17B, 17C, 17D, 17E & 17F | Key/Print **Lesson 16**: 16A, 16B, 16C, 16D, 16E, 16F, 16G, & 16H & **Lesson 17**: 17A, 17B, 17C, 17D, 17E, 17F, & 17G |
| 6 | **Wed 11/6** | **Timed Writing:** 7G, 8H, 9H, 10H, 11I, 12G, 13J, 14I, 15G, 16I, 17H, & 18H <br> GDP software **Lesson 18** | Key/Print **Lesson 18 Enrichment**: 18A, 18B, 18C, 18D, & 18E | Key/Print **Lesson 18**: 18A, 18B, 18C, 18D, 18E, 18F, & 18G |
|  | **Mon 11/11** | GDP software **Lesson 19** & **Lesson 20** | Key/Print **Lesson 19 Enrichment**: 19A, 19B, 19C, 19D, 19E & 19F **Lesson 20 Enrichment:** 20A, 20B, 20C, & 20D | Key/Print **Lesson 19**: 19A, 19B, 19C, 19D, 19E, 19F, 19G, 19H, 19I & **Lesson 20**: 20A, 20B, 20C, 20D, 20E, & 20F |
| 7 | **Wed 11/13** | **Midterm Exam** | Key/Print **Ten-Key Numeric Keypad Lesson:** A, B, C, D, E & F & **Ten-Key Numeric Keypad Enrichment:** A, B, C, D, & E | {Objective Test 1A: Part 1, 2A: Part 2, & 3A: Part 3 & 3-Minute Timed Writing 36C, 38C, 40D, 42C, 44D, 46C, 48C, & 50D} |

**Last Review of Syllabus: Fall 2013**

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|---|---|---|---|---|
|   | **Mon 11/18** | GDP software **Lesson 21, Lesson 22,** & **Lesson 23** | Key/Print **Ten-Key Timed Practice** 1, 2, 3, 4, 5:3 | Key/Print **Lesson 21**: 21A, 21B, 21C, 21D, & 21E, & **Lesson 22**: 22A, 22B, 22C, & 22D & **Lesson 23**: 23A, 23B, 23C, 23D, 23E, 23F, 23G, 23H, & 23I |
| 8 | **Mon 11/25** | **Timing Test: 25 wpm 3 errors** GDP software **Lesson 24, Lesson 25**, & **Lesson 26** | Key/Print **Ten-Key Timed Practice** 6: 3, 7: 4, 8: 4, 9:2, & 10 | Key/Print **Lesson 24**: 24A, 24B, 24C, 24D, & 24E & **Lesson 25**: 25A, 25B, 25C, 25D, 25E, 25F, 25G, 25H, & 25I & **Lesson 26**: 26A, 26B, 26C, 26D, 26E, 26F, 26G, 26H |
|   | **Wed 11/27** | GDP software **Lesson 27** & **Lesson 28** | Key/Print **Ten-Key Timed Practice** 10, 11, 12, 13, & 14 | Key/Print **Lesson 27**: 27A, 27B, 27C, 27D, 27E, 27F, 27G & 27H & **Lesson 28**: 28A, 28B, 28D, 28E, 28F, 28G, 28H, 28I, 28J, 28K, & 28L |
| 9 | **Mon 12/2** | **Timing Test: 30 wpm 3 errors** GDP software **Lesson 29** & **Lesson 30** | Key/Print **Ten-Key Numeric Keypad 3-Digit Numbers**: Pretest, Practice 1, 2, & 3 & Posttest | Key/Print **Lesson 29**: 29A, 29B, 29C, 29D, 29E, 29F, 29G, 29H, 29I, 29J, 29K, 29L, 29M, 29N, & 29O & **Lesson 30**: 30A, 30B, 30C, 30D, 30E, 30F, 30G, & 30H |
|   | **Wed 12/4** | **Comprehensive Learning Exercise** | Key/Print **Ten-Key Numeric Keypad 4-Digit Numbers**: Pretest, Practice 1, 2, & 3 & Posttest | { Outcomes Assessment 2A, Outcomes Assessment 2B, 2C, 2D, 2AA, 3A, 3AA, 4A, 5A, 5AA, 6A, & 6AA } |
| 10 | **Mon 12/9** | GDP software **Lesson 31** & **Lesson 32** | Key/Print **Ten-Key Numeric Keypad Short Decimal Numbers**: Pretest, Practice 1, 2, & 3 & Posttest | Key/Print **Lesson 31**: 31A, 31B, 31C, 312, 31E, 31F, 31G, 31H, 31I, & 31J & **Lesson 32**: 32A, 32B, 32D, 32E, 32F, 32G, & 32H |
|   | **Wed 12/11** | GDP software **Lesson 33** & **Lesson 34** | Key/Print **Ten-Key Numeric Keypad 1- to 4-Digit Numbers**: Pretest, Practice 1, 2, & 3 & Posttest | Key/Print **Lesson 33**: 33A, 33B, 33C, 33D, 33E, 33F, 33G, 33H, 33I, 33J, 33K, 33L, & 33M & **Lesson 34**: 34A, 34B, 34C, 34D, 34E, 34F, 34G, 34H, 34I, & 34J |
| 11 | **Mon 12/16** | **Timing Test: 35 wpm 3 errors** GDP software **Lesson 35** & **Lesson 36** | Key/Print **Ten-Key Numeric Keypad Long Decimal Numbers:** Pretest, Practice 1, 2, & 3 & Posttest<br><br>**Study for final exam** | Key/Print **Lesson 35**: 35A, 35B, 35C, 35D, 35E, 35F, 35G, & 35H & **Lesson 36**: 36A, 36B, 36C, 36D, 36E, 36F, 36G, 36H, 36I, & 36J |
|   | **Wed 12/18** | **Final Exam** {Objective Test 4A: Part 4, 5A: Part 5, & 6A: Part 6 & 5-Minute Timed Writing 52C, 54D, 56C, 58C, 60D, 62C, 64D, 66C, 68C, & 70D} | | |