

BOT 101 ONLINE
Keyboarding & Document Processing
Section 2393 ~ Fall 2009
August 24, 2009 to December 16, 2009
3 Unit Class 16 Week Semester 96 Hours Required
1.5 Hours Lecture (Reading) 5 Hours Lab (Keying) per week
Prerequisites = None
Recommended Preparation = Credit in BOT/CSIS 100 and English 105

If there are any errors in this Syllabus, please send your instructor a note at edna.prigmore@gcccd.edu.

Instructor:

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Course Overview:

Keyboarding and Document Production is the process of inputting data by using the alpha, numeric, punctuation, and symbol keys on a computer keyboard. Operating the keyboard by touch is an essential skill for many careers and a necessary skill for just about everyone.

The main purpose of this 3-unit course is for students to learn to operate the keyboard by touch (without looking at the keys or fingers) and to be aware of the locations of the alpha, punctuation, number and symbol keys. In addition, students will develop speed and accuracy on straight-copy text and prepare a variety of business documents.

Course Description:

For this course, 25+ hours will be spent in Lessons 1-20 to learn the alpha, numeric, symbol and punctuation keys. Approximately 25+ hours will be spent in Lessons 21-40 learning to prepare basic business documents using Word 2007. The remainder of the class computer time will be spent in Lessons 40-60 preparing business documents.

NOTE: Be sure you have the newer software, Word 2007, installed on your computer, as older versions of Word will not work with this GDP software. You can buy Office 2007 that includes Word 2007 for \$60.00 at <http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx> which is the least expensive that I am aware of at this time.

Since this is an online program, following written instructions is vital! Study each lesson carefully to get the overall picture; in addition, read all the Blackboard Announcements, Assignment listings, your software screens, and your textbooks to be familiar with the expectations of each lesson and how the software works as you are going through the lessons.

Catalog Description:

This is a course for students wishing to integrate touch keyboarding techniques with basic text processing operations. Students will use Microsoft Word 2007 software to produce correctly formatted and accurate business documents, including letters, reports, and tables. In addition to the alphabetic keyboard, students will learn to use the 10-key pad for numeric data entry. Students will also use keyboarding software to build speed and accuracy. Students will progress to be ready for BOT 102A/B.

Recommended Preparation:

The following classes are highly recommended, not required, to succeed in BOT 101 Keyboarding and Document Processing.: BOT 100 Basic Keyboarding or equivalent, and ENGL 098R or ESL 105 or equivalent reading level. Because this is an online class, you should have solid experience with computers and the Internet. Be sure you can troubleshoot problems on your computer. Can you upload/download files? All of your keyboarding work will be submitted electronically, so you must be able to follow instructions independently. Successful online students must have the willingness and ability to work independently.

Course Objectives and Student Learning Outcomes:

At the end of the class, students will be able to:

- 1) Employ the touch method and proper techniques when keying.
- 2) Key a minimum of 30 gross words a minute on a five-minute timed writing.
- 3) Distinguish the various parts of the keyboard and how these parts may be used most effectively.
- 4) Prepare correctly formatted, error-free documents including memos, letters, tables, and other business reports.
- 5) Use computer commands from a word processing software application to format characters, lines, and pages and to perform the basic file management activities of saving, moving, copying, deleting, and printing.
- 6) Compose personal and business correspondence.

Course Content:

- 1) Alphanumeric, punctuation, and symbol keyboard layout and keystroke functions.
- 2) Correct posture and keyboard techniques.
- 3) Keyboard by touch.
- 4) 10-Key by touch.
- 5) Speed and accuracy techniques.
- 6) Document formatting options (margins, justification, tabs, indention, and pagination).
- 7) Text enhancement options (font typeface, attributes, and point size).
- 8) Text editing commands (delete, move, and copy).
- 9) Various forms of documentation including letters, envelopes, memos, resumes, reports, outlines, title pages, table of contents, footnotes, references, internal citations, bibliographies, and tables.
- 10) Composing, proofreading, and revising techniques.

Method of Instruction:

- 1) Self-paced reading.
- 2) Individual practice and completion of assignments.
- 3) GDP software guidance is available if needed in the Tech Mall on computers F167-F175. Ask for guidance if you go there to work.
- 4) You can go to the BOT Flex Lab to have forms signed. Phone 619-644-7548 for directions and hours of operation.
- 4) Email instructor with questions that are not answered in the textbook or on instruction screens in the software.

Outside Class Assignments:

- 1) Reading text assignments.
- 2) Alphanumeric, punctuation, and symbol keyboarding practice.
- 3) Studying word-processing commands.
- 4) Reading GDP instruction screens.
- 5) Following assignments listed in syllabus.

Instructional Facilities:

Home computer with Word 2007 and an Internet connection are required. However if you have a computer or software problem at home, the Tech Mall has Word 2007 and the GDP software installed on computers F-167 through F-172. Ask the Tech Mall assistant to help you get set up to use these computers. Be sure to bring your Textbook, Syllabus, Assignment Schedule and a Flash drive with you. The BOT Flex Lab classroom only has Word 2007, NOT the GDP software on their computers, however the instructors and aides can help you understand any questions regarding the GDP software. Be sure to email your instructor FIRST before using these Grossmont facilities.

Keyboarding Technique:

Technique is an important part of your grade. Read Page viii in the Introduction Section of your textbook. Pay attention to your technique as you work through your lessons. You will be evaluating yourself several times during the class. Be

honest in your evaluation. As a beginning keyboard user, you will make errors when you are learning the letters. For this reason I would like you to not correct drills. Do not be overly concerned about "typos" when you are learning the keyboard or drilling for speed. Avoid using the backspace key to make corrections. It is more important to your technique that you use an even, rhythmic stroke and develop the habit of keeping your eyes on the copy as you key. You will be penalized for uncorrected errors on production assignments and timed writings but not on practice drills.

Special Materials Required of Student:

1) Required Textbook:

Gregg College Keyboarding & Document Processing for Windows, 10th Edition (9th edition will not work) Lessons 1-60—Kit . Ober, Johnson, & Zimmerly, McGraw-Hill/Irwin Publishing, Inc., 2006, ISBN-978-0-07-726053-8. (Kit 1 includes your textbook, a word processing manual, software enclosed in the Software User's Guide and a book stand)

The "textbook" actually comes in a box with the ISBN 978-0-07-721146-6 if the bookstore has the latest. Otherwise it is 978-0-07-726053-8.

2) Appropriate electronic storage media:

USB storage media such as a flash drive for portable data storage, or hard disk for non-portable data storage.

3) Software:

Gregg College Keyboarding Document Processing (GDP) is on a CD-ROM in the black book inside Kit 1. In addition to the GDP keyboarding software, you must also use Microsoft Word 2007 (part of Microsoft Office 2007) for this class in order to do the word processing documents starting in Lesson 21. You can buy Office 2007 for the academic price, which is significantly lower than retail, at several places. The Ultimate Steal (listed above) may be the best price for Office 2007, but things change and companies are competitive. I suggest you also check the Applications available in Office 2007 and the price at <http://journeyed.com/fccc>, but this is exclusively for currently-enrolled students registered in a College. You can also check gradware.com, edu.com, and campustech.com.

4) Computer:

- Macintosh computers are not compatible with the GDP software.
- Access to a PC/Windows computer with both e-mail and Internet connections and the following minimum requirements (see page 1 in the black Software User's Guide for more details):
- **Computer/Processor:** Pentium II, 233 MHz or faster (Pentium III recommended).
- **Operating system:** Windows 2000 with Service Pack 3 (SP3), or Windows XP.
- **Memory:** 128 MB of RAM or greater for Windows XP.
- **Hard disk:** 210 MB of hard disk space.
- **CD-ROM drive:** for installing software for the Home version of GDP.
- **Internet access:** Internet Explorer 6.0 or Netscape 7.0.
- **E-mail access:** you can use a home or work e-mail account (except AOL), or you can use your Grossmont College student account.
- Sorry, no Macintosh computers, as the software is for Windows PC only.
- Have a **back-up plan** in case your computer crashes. You can always use computers F167 – F172 in the Tech Mall during open hours. Phone 619-644-7548 for days and hours of operation.

Attendance:

Because this is an online class, you are not required to come to campus. However, you should schedule 5-10 hours a week to work on this class to be successful. You must complete assignments, timed writings, and exams by the due dates listed in this syllabus and on the Blackboard website. If you fall behind, contact your instructor immediately, or you may be dropped from the course. It is the policy of Grossmont College that when absences exceed the number of hours that a class meets in one week (6), the instructor may drop the student from the class. All drops must be initiated (by student or instructor) prior to the end of the twelfth week of classes. Because this is not a traditional class that meets weekly, your weekly submitted assignments will serve as the indicator that attendance is current. Just be sure not to fall behind because that is the number one reason students drop an online class. You must complete ALL of the assignments, quizzes, and exams by May 29, 2009 for a grade to be issued for this course.

Accommodations for Student's With Disabilities:

Students with disabilities, who may need accommodations if they choose to use the Computer Lab in the Tech Mall, are encouraged to notify their instructor and contact Disabled Students Programs and Services (DSP&S) **early in the semester**

so that reasonable accommodations may be implemented as soon as possible. Students may contact DSP&S in person in Room 110 or by phone at 619-644-7112 or TTY is 619-644-7119)

Academic Integrity:

Cheating and plagiarism (using as one's own ideas, writings, or materials of someone else without acknowledgement or permission) can result in any one of a variety of sanctions. Such penalties may range from an adjusted grade on the particular exam, paper, project, or assignment to a failing grade in the course at the discretion of the instructor subject to certain conditions. The instructor may also summarily suspend the student for the class meeting when the infraction occurred as well as the following class meeting. For further clarification and information on these issues, please consult with your instructor or contact the office of the Associate Dean of Student Affairs.

Supervised Tutoring Referral:

Students are referred to enroll in the following supervised tutoring courses if the service indicated will assist them in achieving or reinforcing the learning objectives of this course:

IDS 198: Supervised Tutoring to receive tutoring in general computer applications in the Tech Mall;

English 198W: Supervised Tutoring for assistance in the English Writing Center (Room 70-119); and/or

IDS 198T: Supervised Tutoring to receive one-on-one tutoring in academic subjects in the Tutoring Center (Room 70-229, phone 619-644-7387).

To add any of these courses, students may obtain Add Codes at the Information/Registration Desk in the Tech Mall.

All Supervised Tutoring courses are non-credit/non-fee. However, when a student registers for a supervised tutoring course, and has no other classes, the student will be charged the usual health fee.

How to Log Into the Keyboarding Course Web Site:

Open your browser and go to <http://bb.gcccd.net>

- 1) Click the **User Login** button.
- 2) Enter your **Username** which is your **firstname period lastname**, (example would be: **gary.jones**) (same as your WebAdvisor login name).
- 3) Enter your **Password** which is your six digit birth date (example would be: 072283) unless you have changed your password, then you must use whatever you changed your password to be.
- 4) If you have forgotten what you changed your password to be, go to the **WebAdvisor** (<http://www.gcccd.edu/online/wa-redirect.asp>) and click the **password hint** link. You also can ask for a new password.
- 5) Click the **Login** button.
- 6) You will be in the Blackboard Welcome page and it will list all Blackboard classes you are registered in.
- 7) Click on the **[BOT-101-2393-Keyboarding and Document Processing](#)** link on the right side of the window.
- 8) You will enter the BOT 101 course web site at the Announcements page. Always read through the Announcements. If you do not see any announcements, click the **View All** tab.
- 9) **The first time you log into** the course, click on the **Tools** button, select **Personal Information**, select **Edit Personal Information**, and enter your first name, last name, and the e-mail address that you will use for this class. Enter any other information you wish. Click the Submit and OK buttons to save your entries. **If you change emails during this course be sure and notify your instructor and edit your Personal Information again. Save any changes.**
- 10) Thereafter, every time you log in, read the Announcement page after clicking the **View All** button.

Class Schedule of Assignments for BOT 101 Online Class
Fall 2009 Section 2393
August 24, 2009 to December 16, 2009

WEEK	ASSIGNMENT	Time Spent Each Week	Points
Week 1 August 24-29 Due August 31	Complete Lessons 1-5	1 hour a day on drills	43
Week 2 Aug 31 – Sept 5 Due Sept 8	Complete Lessons 6-10	1 hour a day on drills	44
Week 3 Sept 8-12 Due Sept 14	Complete Lessons 11-15 Technique Evaluation 1	1 hour a day on drills 1 hour preparing Technique Evaluation (due after every 15 lessons)	50 10
Week 4 Sept 14 - 19 Due Sept 21	Complete Lessons 16-20 Due by noon Feb 23	1 hour a day on drills	48
Week 5 Sept 21 - 26 Due Sept 28	Complete Lessons 21-25	1 hour a day on drills	31
Week 6 Sept 28-Oct 3 Due Oct 5	Complete Lessons 26-30 Technique Evaluation 2	30 minutes a day on drills & timings 30 minutes a day on production 1 hour preparing Technique Evaluation	27 30 10
Week 7 Oct 5-10 Due Oct 12	Complete Lessons 31-33	30 minutes a day on drills & timings 30 minutes a day on production	19 30
Week 8 Oct 12 - 17 Due Oct 19	Complete Lessons 34-36 and Midterm is Pages 118-119 (30 points)	30 minutes a day on drills & timings 30 minutes a day on production 2 hours preparing Test 2 for Midterm	16 21 40
Week 9 Oct 19 - 24 Due Oct 26	Complete Lessons 37-39	30 minutes a day on drills & timings 30 minutes a day on production	17 30
Week 10 Oct 26 – 31 Nov 2	Complete Lessons 40-42	30 minutes a day on drills & timings 30 minutes a day on production	15 21
Week 11 Nov 2 - 7 Due Nov 9	Complete Lessons 43-45 Technique Evaluation 3	30 minutes a day on drills & timings 30 minutes a day on production 1 hour preparing Technique Evaluation	17 36 10

Week 12 Nov 9 - 14 Due Nov 16	Complete Lessons 46-48	30 minutes a day on drills & timings 30 minutes a day on production	15 24
Week 13 Nov 16-21 Due Nov 23	Complete Lessons 49-51	30 minutes a day on drills & timings 30 minutes a day on production	17 24
Week 14 Nov 23-28 Due Nov 30	Complete Lessons 52-54	30 minutes a day on drills & timings 30 minutes a day on production	18 18
Week 15 Nov 30 – Dec 5 Due Dec 9	Complete Lessons 55-57	30 minutes a day on drills & timings 30 minutes a day on production	15 33
Week 16 Dec 9-13 Due Dec 13	Complete Lessons 58-60 Technique Evaluation 4	30 minutes a day on drills & timings 30 minutes a day on production 1 hour preparing Technique Evaluation	14 30 10
Finals Week Dec 14-19 Due Dec 16	Timed Writings (10 points) Final is Test 3 Pages 209-211 (30 points)	Timings 2 hours preparing Test 3 for Final Exam	10 30

Grading and Evaluation Points:

						Points
Drills						166
Lesson Timings						240
Graded Production						297
Timed Writings Grade	A+	A	B	C	D	100/90/80/70/60
Timed Writing Speed	41+ gwpm	40 gwpm	35 gwpm	30 gwpm	25 gwpm	
Midterm						40
Final						40

Grade Breakdown by Points:

	Total Points
A	834-873
B	784-833
C	734-783
D	684-733
F	0-683
F	NO WAY!

Important Dates are posted in the Class Schedule:

August 24, 2009	Class Begins
September 4, 2009	Last Day to Apply for CR/NC
September 4, 2009	Last day to drop semester length classes without a W grade

September 7, 2009	Labor Day Holiday
November 12, 2009	Last Day to drop semester length classes and get a W grade
November 14-16, 2009	Veterans' Day Holiday
December 16, 2009	Final day to turn in assignments and Final Exam