

OT101 DOCUMENT PROCESSING I

Required Media/Equipment/Software:

Gregg College Keyboarding & Document Processing (GDP), Kit 1, 11th Edition, Ober, Johnson, and Zimmerly, McGraw Hill, 2011, ISBN 9780077356606

Note book, pen, pencil, highlighter, and flash disk.

Course Objectives:

Upon successful completion of this course, the student will be able to:

1. Maintain accurate touch control of the keyboard and proper keying techniques;
2. Build basic speed and accuracy skills;
3. Apply basic skills to format business and academic reports, letters, envelopes, memos, and E-mails;
4. Achieve a minimum keying speed of 25 net words per minute with a three (3) error or less tolerance.

SESSION	IN CLASS HOURS	OUT OF CLASS HOURS	NOTES
	<p>DISCUSSION TOPICS and/or LAB ACTIVITIES</p> <p>Class Discussion topics may be pulled from your text, assigned websites, or other resources as determined by your instructor.</p> <p>In class hours may include discussion, demonstration, review, presentation or lab activities</p>	<p>STUDY/PREP/REVIEW</p> <p>Please refer to the Study/Prep/Review hours identified on your syllabus to identify the additional hours outside class necessary to prepare for and demonstrate to your instructor your achievement of the course objectives.</p>	<p>NOTES DUE DATES</p>
1	Welcome & Introductions Course Overview (Syllabus, Course Outline) Lecture: Intro keying, proper hand and body positions, as well as desk materials <i>Objective 1</i>	Students will be given specific instructions on accessing the gdp software. Students will use the access code card once they have been given access to the web-based keyboarding software.	Announced and unannounced quizzes will be given by the instructor.
2	Review proper positioning, home row practice. Lesson 1 <i>Objectives 1, 2</i>	Print Lesson 1 Portfolio Report	
3	Lesson 2: Add following keys to home row skills: H, E, O, R Skillbuilding Exercises Lesson 3: Add keys; M, T, P, C <i>Objectives 1, 2</i>		
4	Lesson 4: Introduce Right Shift Key, V, Period, and W. Skillbuilding Exercises <i>Objectives 1, 2</i>	Print Lesson 2, 3 and 4 Portfolio Report	
5	Lesson 5: Review first four lessons Lesson 6: Add Keys: I, Left Shift, Hyphen, and G Skillbuilding Exercises <i>Objectives 1, 2</i>		
6	Lesson 7: Add keys: U, B, Colon, and X Skillbuilding Exercises <i>Objectives 1, 2</i>	Print Lesson 5, 6 and 7 Portfolio Report	
7	Lesson 8: Introduce Y, Comma, Q, and Diagonal keys Lesson 9: Add N, Z, Question Mark, and Tab keys Skillbuilding Exercises <i>Objectives 1, 2</i>		
8	Lesson 10: Review previous lessons	Print Lesson 8, 9 and 10	

	Skillbuilding Exercises Objectives 1, 2	Portfolio Report	
9	Lesson 11: The Numeric Keys: Introduce ,5, 7, 3, 9 Lesson 12: Review previous lessons Skillbuilding Exercises Objectives 1, 2		
10	Lesson 13: Add Keys: 8, 2, 0 Lesson 14: Add keys 4, 6, 1 Skillbuilding Exercises Objectives 1, 2	Print Lessons 11, 12, 13 and 14 Portfolio Report	
11	Lesson 15: Review previous lessons Skillbuilding Exercises Objectives 1, 2		
12	Lesson 16: Add following symbol keys: \$, (,), ! Skillbuilding Exercises Objectives 1, 2	Print Lesson 15 and 16 Portfolio Report	Theory Test Session 16
13	Lesson 17: Review previous lessons Lesson 18: Add symbol keys: *, #, ' Skillbuilding Exercises Objectives 1, 2		
14	Lesson 19: Add symbol keys &, %, @ Skillbuilding Exercises Objectives 1, 2	Print Lesson 17, 18 and 19 Portfolio Report	
15	Lesson 20: Review previous lessons Key location, spacing before and after punctuation marks, proper use of symbols Skillbuilding Exercises Objectives 1, 2		
16	Lesson 21: Orientation to Word Processing – A Using the Word 2010 Manual Skillbuilding Exercises Objectives 1,2	Print Lesson 20 and 21 Portfolio Report Prepare for Theory Test	
17	Test 1 – Theory Lesson 22: Orientation to Word Processing – B Using the Word 2010 Manual Skillbuilding Exercises Timed-writing Objectives 1, 2,4		A three-minute timing is included in this lesson
18	Lesson 23: Orientation to Word Processing – C Using Word 2010 Manual Skillbuilding Exercises Objective 2	Print Lesson 22 and 23 Portfolio Report	
19	Lesson 24: Orientation to Word Processing – C Using Word 2010 Manual Skillbuilding Exercises Timed-writing Objectives 2,4		A three-minute timing is included in this lesson
20	Lesson 25: Skillbuilding Exercises Objectives 2	Print Lesson 24 Portfolio Report	
21	Lesson 25: E-mail messages Skillbuilding Exercises Complete Email Message 25-1 or 25-2 as assigned Objectives 1,3		
22	Lesson 26: Skillbuilding Exercises Objectives 1,2	Print Lesson 25 and the completed problems	
23	Lesson 26: Business Letters Complete Letters 26-3 or others as assigned Timed-writing Objectives 3,4		A three-minute timing is included in this lesson
24	Lesson 27: Business Letters with Enclosure Notations Objectives 1,2	Print Assigned Letters Portfolio Report	
25	Lesson 27: Business Letters with Enclosure		

	Notations Complete Letters 27-6 or others as assigned Objectives 1,3		
26	Lesson 28: Envelopes and Labels Objectives 1,2	Print Assigned Letters	
27	Lesson 28: Memos and eMail with Attachments Complete Letter 28-9 or others as assigned Timed-writing Objectives 3,4		A three-minute timing is included in this lesson
28	Lesson 30: Correspondence Review Progress check Objectives 1,3	Print Assigned Letters Portfolio Report	
29	Lesson 30: Correspondence Review Timed-writing Prepare for graded problem in Session 40 Objectives 1,4		A three-minute timing is included in this lesson
30	Lesson 30: Correspondence Review Use Letters 30-17, 30-18 and 30-19 as assigned as progress check Objectives 1,2,3	Print completed problem	Access GDP to determine Grade
31	Lesson 31: One Page Business Report Skillbuilding Exercises Objectives 1,2		
32	Lesson 31: One Page Business Report Skillbuilding Exercises Objectives 1,2,3	Print Report 31-1 or 31-2 as assigned	
33	Lesson 32: Multipage Business Reports Objectives 1,2		
34	Lesson 32: Multipage Business Reports Timed-writing Objectives 3,4	Print Report 32-3 or 32-4 as assigned Portfolio Report	A three-minute timing is included in this lesson
35	Lesson 33: Rough-Draft Business reports with Lists Objectives 1,2		
36	Lesson 33: Rough-Draft Business reports with Lists Skillbuilding Exercises Objectives 1,2,3	Print Report 33-5 or 33-6 as assigned	
37	Lesson 34: Academic Report Objectives 1,2		
38	Lesson 34: Academic Report Skillbuilding Exercises Timed-writing Objectives 1,2,3,4	Print Report 34-7 or 34-8 as assigned Portfolio Report	A three-minute timing is included in this lesson
39	Lesson 36 Boxed Tables Skillbuilding Exercises Timed Writing Objectives 1,2,3,4	Print Tables 36-1, 36-2, 36-3, and 36-4 Study and practice for final	Prepare for graded problem session 40
40	Final examination		Portfolio piece due

TIMED WRITING GRADING SCALE*
OT101 Document Processing I

Three-minute timing with 3 errors or less

FIRST THREE WEEKS:

WPM	Grade	WPM	Grade	WPM	Grade	WPM	Grade
25	100	21	94	17	86	13	78
24	98	20	92	16	84	12	76
23	97	19	90	15	82	11	74
22	96	18	88	14	80	10	72

SECOND THREE WEEKS:

WPM	Grade	WPM	Grade	WPM	Grade	WPM	Grade
30	100	25	93	20	85	15	73
29	98	24	91	19	83	14	70
28	97	23	90	18	80		
27	96	22	88	17	78		
26	94	21	86	16	75		

THIRD THREE WEEKS: (This should be after Mid-Term Exams.)

WPM	Grade	WPM	Grade	WPM	Grade	WPM	Grade
35	100	30	93	25	85	20	77
34	98	29	91	24	83	19	76
33	97	28	90	23	82	18	74
32	96	27	88	22	80	17	72
31	94	26	86	21	78	16	70

FINAL THREE WEEKS:

WPM	Grade	WPM	Grade	WPM	Grade	WPM	Grade
40	100	35	93	30	85	25	77
39	98	34	91	29	83	24	76
38	97	33	90	28	82	22	74
37	96	32	88	27	80	21	72
36	94	31	86	26	78	20	70

LETTER SCALE: A = 93-100; B = 85-92; C = 77-84; D = 70-76; F = Below 70

***GRADED TIMED WRITINGS DO NOT BEGIN UNTIL AFTER CLASS HAS BEEN IN SESSION FOR THREE WEEKS (OR UNTIL THE KEYBOARD HAS BEEN CLEARLY ESTABLISHED.)**

OT101
Document Processing I

NOTES TO INSTRUCTOR

(not for student distribution)

1. Lessons 29 and 35 are now omitted.
2. The Grading Percentages are revised.
3. If you are using GDP for grading, please adjust it according to the scale; you have to adjust it each time.
4. Please keep the students on track with each day's assignment. Do not allow them to go to the next session.
5. The Portfolio Report should be printed for the Instructor to assess the student's progress and to keep an accurate record of timings. The USB disk will sometimes overwrite information and you will not get a good "read" and the student's completed work may be lost. The printed report helps to ensure that you will have accurate assessment for grading purposes.
6. The students should complete the MS Word Manual assignments that pertain to each lesson. This will help them in working the actual assignment for that lesson.
7. The Timing is given an assessment based on the net words per minute—not to exceed three on a three-minute timed writing. If a student has more than three errors, he/she should receive a "0" for that timing.
8. The Instructor should give a lecture based on that day's assignment.
9. Encourage students to use correct typing habits; feet flat on the floor, looking only at the copy not from the keyboard to the copy and the screen, no chewing gum, no talking, etc.
10. Please visit the Gregg College Keyboarding website. There is a document that has the Corrections Table Last Updated November 2007 for the Textbook. This is very helpful when working with the assignments and grading the papers. It is to be opened in Adobe.
11. There are Proofreading Exercises that can be added as quizzes from <http://www.mhhe.com/ps/keyboarding/instrucres/prfrdex.html>. The solutions are included on the site page as well. These will be very helpful for the students.