Course Policies and Syllabus

OST 1100 KEYBOARDING AND DOCUMENT PROCESSING I
Daytona State College

Fall 2019 Course Description 50% class 50% Online
3 Semester Credit Hours/22.5 class hours 22.5 online hours Degree: A.S.

Course Number: OST 1100 Keyboarding & Document Processing I
Instructor: Carol Williamson
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Department Home Page: www.daytonastate.edu/dept_directory_bus/index.html

Faculty Web Page: www.daytonastate.edu/dept_directory_bus/faculty.html

Course Description: Introduction to the touch system of keyboarding with emphasis on building speed and accuracy. Microsoft software is used to format emails, reports, letters, memos, tables, and other business documents

Student Learning Outcomes: Upon completion of this course, the student will be able to:

1. Demonstrate improved keyboarding speed and accuracy on the timed writings and production of documents.
2. Apply rules of spacing, tabbing, margins, centering, pagination, capitalization, word division, and number styles when keyboarding business documents.
3. Keyboard from paragraph copy without looking at keys, fingers, or materials on the screen for 3 minutes at a minimum of 35 wpm with 3 or fewer errors.
4. Demonstrate basic computer knowledge and produce business documents by keyboarding, correcting, and proofreading a variety of office communications.
Minimum Technical Requirements: SYSTEM REQUIREMENTS for GDP 11/e – These are the minimum system requirements for the online GDP 11/e

- Browser: Internet Explorer 7+ or 8, or Firefox 3.5 (typing exercises can be used under Safari, but not the Document Processing exercises or the Word Processing Practice exercises)
- Flash Player 10 installed
- Operating System: Windows 7 or 10 or Mac OS

- Screen Resolution: 1024 x 768 or higher. High Speed Internet Access

GDP 11/e – Will GDP 11/e run on a MAC?

Students can do all exercises except Document Processing on the Mac.

Macs have a different version of Word, which cannot be used to complete the exercises that require Word 2016, namely, the Word Processing (WP) exercises and the Document Processing exercises. Students with Macs can complete these exercises on a PC or could partition the Mac hard drive to create a Windows bootable partition, where the Windows version of Word can be installed. Mac has built-in software called Boot Camp that allows this to be done. http://www.apple.com/support/bootcamp/

Lessons 1-20 can be run completely on a Mac. For Lessons 21-120, all Skillbuilding exercises, Timed Writings, MAP+, and Language Arts exercises can also be run on a Mac.

Class Format: OST 1100 is a 50% class and 50% online course. The link to Falcon Online is http://www.daytonastate.edu/falcononline

Required Textbook(s) and/or Materials:

GREGG COLLEGE KEYBOARDING & DOCUMENT PROCESSING (GDP11) MICROSOFT WORD 2016 MANUAL KIT 1: 1-60 11th Edition
By Scot Ober and Jack Johnson and Arlene Zimmerly
© 2017
Published: July 1, 2016

OBER PK GREGG CLG KYBD DP KIT 1 11 2017 – 9781259992322
Note: An ACCESS CARD to log-in to the Gregg Website is included in all NEW boxed kits.

You ‘must’ have this new Access Card to complete the course. The Access Card is used to log-in to the Gregg website and to complete the lessons online.

The Gregg website is DaytonaState.GDP11.com (do not enter www, just enter DaytonaState.GDP11.com)

1-800-331-5094 Gregg Technical Support

If you purchase a used textbook from an outside vendor, it will not contain a new Access Card, and you will NOT be able to log in to the Gregg website to key in your lessons. You will need to purchase a new Access Card from the College bookstore.

Link to the Daytona State bookstore shown below:

https://www.bkstr.com/daytonastatedaytonastore/home

Optional Materials: A flash drive is optional and may be used to save the documents, but it is not needed to complete course activities and assignments.

Equipment and Supplies: Use of a home computer or use of a computer in the Daytona State College’s Computer Commons or Academic Support Center (ASC)

- GDP/11e “Access Software Registration Card” included in each new Gregg Keyboarding textbook (used to log in to the Gregg website where you will key in and score all lessons and documents).

- ALL LESSONS WILL BE COMPLETED AT THE GREGG (GDP) KEYBOARDING WEBSITE AND ACCESSING WORD 2016. You will log into the Gregg website using your “Access Software Registration Card” and key in each lesson at the Gregg website. Each lesson is scored and shown in your Gregg MYGDP Portfolio for your review.

Important Links:

Daytona State College Falcon Online http://www.daytonastate.edu/falcononline
To log in for the first time http://online.daytonastate.edu/index2.php?content=students
**Gregg Keyboarding Website: https://DaytonaState.GDP11.com.

Classroom Policies

Syllabus: This syllabus is intended to give you an initial preview of the semester and help you plan for important due dates. It has been constructed to be as complete as possible. However, please refer to the syllabus posted in Falcon Online as the official syllabus. Any necessary updates to the official syllabus will also be posted in the Announcements section of Falcon Online.
Disclaimer: Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. The instructor reserves the right to alter policies, procedures, and the syllabus as needed. Please access the online classroom regularly as any changes to the syllabus will be posted there.

Attendance and Lateness Policy: In either an online or traditional class your attendance is expected. Points are earned for attending this class, and it is highly recommended that students attend all classes. It has been demonstrated that students who attend class regularly typically earn a higher grade and master the material more successfully.

Students are expected to proceed through the lessons in a timely and orderly manner.

The instructor *may elect* to penalize absences (lack of participation) in online classes. If the penalty is implemented, you will be notified by a posting inside of class and it will be reflected in your overall grade as:

- 1-2-week absences: 0 points
- 3-week absences: subtract one full letter grade
- 4 or more weekly absences: subtract two full letter grades

**Students who stop attending this class will be withdrawn from the class and receive a final grade of W1 (Withdrawn). Attendance includes participating in online or face-to-face environments as required.**

How to proceed through the course: Students should plan to have three hours of study time per week for each credit hour of class time. For example: when taking a typical 3 credit hour course, students should plan to spend at least 6-9 hours per week doing coursework and studying for that course regardless of the mode of delivery (online, hybrid, face-to-face).

This course is organized around lessons. Students should work through each lesson completing all sections including A, B, C, D, E, etc., plus the assigned documents (you may omit Language Arts).

After Lesson 26, you will also use the small spiral bound Word Manual as a study aid to help you learn to format the documents. Be sure to complete additional timed writings so you continually build your keyboarding speed.

Handling of assignments: Assignments are completed in the Gregg Keyboarding system and can be viewed in your Gregg Portfolio. Your instructor will look over your Gregg Portfolio on each due date for keying and formatting accuracy, and then enter points in your Falcon Online class shell.

Communication: Students may expect responses to email and phone mail within 1 business day. Students may expect assignment grades within 48 hours after due date. If the course is
online, students should log into their course at least every 48 hours and should read falconmail and/or communicate with the instructor as needed. If there is an assigned graded online discussion, then students are required to post in the discussion boards.

**Interaction:** Students are expected to complete all assigned lessons in a timely and consistent manner to build keyboarding skills and document processing skills. Students are expected to politely post questions or comments to their instructor or classmates in the online discussions to assist them in their learning success.

**Late Work/Make-up Work and Exams:** There is no additional assigned make up work since students must proceed through each lesson to build their skills.

**Classroom Etiquette:** All students should be on time for class. Attend to your needs before entering the room. Students who come late or leave during the class are a distraction to both the instructor and other students. The use of cellular phones, MP3 players, and other electronic devices is also a distraction. Please ensure electronic devices are off (or on silent alert). If an emergency arises, please be courteous to your fellow students and leave quietly.

**Evaluation/Assessment Methods:** Students are assessed as they accomplish the course student learning outcomes through the skillbuilding lessons and the timed writings. All lessons and documents are to be completed inside the Gregg Keyboarding System.

**Grading Policy:** Grades are based on a points system. The overall points are accumulated by completing all lessons, passing the timed writing speed, and earning a passing grade of 700 points or above. A grade of 699 points or below, earns a grade of D or F which will be recorded. No Incomplete grades are given except under extreme extenuating circumstances. The instructor reserves the right to modify or change the syllabus to enhance student’s learning. No makeup assignments are given.

**ALL assignments must be completed in a mailable or emailable format or be ready to send out or distribute. That means zero errors. Documents containing errors must be edited and resubmitted to earn points. Documents with errors will not be accepted and will earn zero (0) points.**

Example:

Grades are based on overall points accumulated on completing all assigned lessons, passing the timed writing speed, and class attendance and participation. In addition, to successfully complete the course with a grade C or higher:

- 70% or more of all assignments must be completed by specified due dates.
- Completion of each assignment with 70% points or more.
Points per Task:

Class Attendance and Participation (4pts x 15 classes) 60 pts

Speed on straight copy material: 3-minute timing with 3 or fewer errors 340 pts

- 35 and up = 340 pts
- 30 - 34 = 250 pts
- 25 - 29 = 200 pts
- 20 - 24 = 100 pts
- Below 20 = 0 pts

Daily Production Work. Production of all assigned lessons (600 pts) 600 pts

Total Points 1000 pts

ALL assigned lessons must be completed and saved in your MYGDP Portfolio at the Gregg website at https://daytonastate.gdp11.com

Grading Scale: Your final grade will be based on the following point system. Letter grades will be earned based on the accumulation and successful completion of the following number of points:

- 900 – 1000 pts = A
- 870 – 899 pts = B+
- 800 – 869 pts = B
- 770 – 799 pts = C+
- 700 – 769 pts = C
- 670 – 699 pts = D+
- 600 – 669 pts = D
- Below 600 pts = F

An incomplete grade will NOT be given UNLESS the following criteria are met:

- A request in writing is submitted to the instructor prior to last three weeks of class, and the student will be required to sign an agreement that outlines the work needed to receive the final grade.
- All assignments, term papers, and quizzes were completed at that point in time.
- The student has a grade C or higher at that point in time.
- It is incumbent on the student to complete the remaining assignments before the Incomplete automatically converts to the grade of F, which is 45 days following the end of the term in which the I grade was assigned.
<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>Lesson Number &amp; Name That is Due</th>
<th>Assigned Lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 21</td>
<td>Complete your “Online Self-Introduction” in your Falcon Online class shell</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Read syllabus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Register and log on to Gregg Document Processing website</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Begin Lessons 1-5</td>
<td></td>
</tr>
<tr>
<td>Aug 27</td>
<td><strong>First Class Meeting</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Orientation; Course Content; Assistance with Lessons 1-6 GDP</td>
<td></td>
</tr>
</tbody>
</table>

ALL assigned lessons must be completed and saved in your MYGDP Portfolio at the publisher’s website at [https://daytonastate.gdp11.com](https://daytonastate.gdp11.com)

*Only certain lessons are assigned as listed in this class schedule, keep your syllabus by your computer and check off each assigned lesson as it is completed.*

Lessons 26-51: ALL sections of each assigned lesson are required except for Language Arts, which are optional). All documents must be saved in your MYGDP Portfolio at [https://daytonastate.gdp11.com](https://daytonastate.gdp11.com)

Please note that lessons are kept to a minimum to give you time to build your typing speed.

**Error Scoring Colors:**
- Red – typing error
- Blue – extra letters, words, hard returns, etc.
- Green – missing letters, words, hard returns, etc.

**Sept 3**  
**Due Sept 9**  
By 11:59 pm submitted to GDP online website  
**Class Meeting**  
Lessons 1-5 (complete ALL sections: A, B, C, D, E, etc., plus the Enrichment section)  
Keyboarding Skill Building  
**Error Scoring Colors:**
- Red – typing error
- Blue – extra letters, words, hard returns, etc.
- Green – missing letters, words, hard returns, etc.

**Sept 10**  
**Class Meeting**
<table>
<thead>
<tr>
<th>Due Sept 16</th>
<th><strong>Lessons 6-10</strong> (complete ALL sections: A, B, C, D, E, etc., plus the Enrichment section)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 11:59 pm submitted to GDP online website</td>
<td>Keyboarding Skill Building</td>
</tr>
<tr>
<td><strong>Error Scoring Colors:</strong></td>
<td><strong>Red</strong> – typing error</td>
</tr>
<tr>
<td></td>
<td><strong>Blue</strong> – extra letters, words, hard returns, etc.</td>
</tr>
<tr>
<td></td>
<td><strong>Green</strong> – missing letters, words, hard returns, etc.</td>
</tr>
</tbody>
</table>

| **Sept 17** | **Class Meeting** |
| **Sept 24** | **Class Meeting** |
| Due Sept 30 | **Lessons 11-20** (complete ALL sections A, B, C, D, E, etc., plus the Enrichment section) |
| By 11:59 pm submitted to GDP online website | Keyboarding Skill Building |
| **Error Scoring Colors:** | **Red** – typing error |
| | **Blue** – extra letters, words, hard returns, etc. |
| | **Green** – missing letters, words, hard returns, etc. |

| **Oct 1** | **Class Meeting** |
| **Oct 8** | **Class Meeting** |
Due Oct 14
By 11:59 pm
submitted to GDP
online website

**Complete all sections in Lessons 21-25 in the textbook.**

For each assigned lesson, complete ALL sections A, B, C, D, E, etc., in addition to the assigned documents. (Read through Lessons 21-25 in the Word Processing Manual to gain familiarity with WORD) Some parts of each assigned lesson consist of reading over the steps to create the document—there is nothing to key in. Read what is on the screen and continue to the next section.

*Document Processing begins with Lesson 26-28.*

*Remember to complete ALL sections A, B, C, D, E, etc., in addition to the assigned documents.* Omit any Language Arts sections.

**Error Scoring Colors:**
- **Red** – typing error
- **Blue** – extra letters, words, hard returns, etc.
- **Green** – missing letters, words, hard returns, etc.

**Complete only the assigned documents listed below:**

<table>
<thead>
<tr>
<th>E-mail Message</th>
<th>25-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Letter-Block Style</td>
<td>26-3</td>
</tr>
<tr>
<td>Business Letter-Block Style</td>
<td>27-6</td>
</tr>
<tr>
<td>Envelope</td>
<td>28-9</td>
</tr>
<tr>
<td>Mailing Labels</td>
<td>28-12</td>
</tr>
<tr>
<td>Envelope</td>
<td>28-13</td>
</tr>
</tbody>
</table>

**Oct 15**
**Class Meeting**

**Oct 22**
**Class Meeting**

**Oct 29**
**Class Meeting**

Due Nov 4
By 11:59 pm
submitted to GDP
online website

For each assigned lesson, complete ALL sections A, B, C, D, E, etc., in addition to the assigned documents. Omit any Language Arts section.

**Error Scoring Colors:**
- **Red** – typing error
- **Blue** – extra letters, words, hard returns, etc.
- **Green** – missing letters, words, hard returns, etc.

**Complete only the assigned documents listed below:**

<table>
<thead>
<tr>
<th>Memo</th>
<th>29-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memo</td>
<td>29-15</td>
</tr>
<tr>
<td>E-mail Message</td>
<td>29-16</td>
</tr>
<tr>
<td>Date</td>
<td>Meeting</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Nov 5</td>
<td>Class Meeting</td>
</tr>
<tr>
<td>Nov 12</td>
<td>Class Meeting</td>
</tr>
<tr>
<td>Nov 18</td>
<td></td>
</tr>
<tr>
<td>Nov 19</td>
<td>Class Meeting</td>
</tr>
<tr>
<td>Nov 26</td>
<td>Class Meeting</td>
</tr>
</tbody>
</table>

**Complete only the assigned documents listed below:**

- Academic Report
- Academic Report Revised
- Business Report with proofreaders’ marks
- Boxed Table
- Boxed Table
- Open Table
- Open Table
- Open Table
- Open Table with alignment
- Open Table with alignment
- Ruled Table
- Ruled Table
- Academic Report

**Error Scoring Colors:**
- Red – typing error
- Blue – extra letters, words, hard returns, etc.
- Green – missing letters, words, hard returns, etc.

- Personal-Business Letter-Block style
- Left-Bound Business Report
**Dec 3**

**Class Meeting**

<table>
<thead>
<tr>
<th>Due Dec 3</th>
<th>Your fastest and best 3-minute timing speed will be chosen from your MYGDP Portfolio by Dec 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 11:59 pm submitted to GDP online website</td>
<td>You can take as many timed writings as you would like, and the average of your fastest and best ones will be chosen for your final points for timed writing speed. Your 3-minute timed writings during the entire semester will be used to determine the number of your points.</td>
</tr>
<tr>
<td></td>
<td>How to calculate your speed: On a 3-minute timed writing you can have 3 errors. Any additional errors will reduce your speed by 1 error, i.e., 1 fewer word per minute (wpm).</td>
</tr>
<tr>
<td></td>
<td>For example, a timed writing of 40 wpm with 5 errors, will be calculated like this:</td>
</tr>
<tr>
<td></td>
<td>5 errors minus 3 errors = 2 errors</td>
</tr>
<tr>
<td></td>
<td>40 wpm minus 2 errors = 38 wpm for a final wpm</td>
</tr>
<tr>
<td></td>
<td>Points will be entered in your online Grading section based on your speed on your fastest timed writing!</td>
</tr>
</tbody>
</table>

**Withdrawal Process:** Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Often issues and concerns can be resolved with communication. Please review Refund/Repayment Policy and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility. If the decision has been made to withdraw, you should

- Go to MyDaytonaState.edu and log in
- Click on FalconNet in the menu bar
- Using the left-hand menu, click on Registration
- Click on Class Registration link
• Read the message about tuition payment and then scroll down to acknowledge the information
• Click on the Continue button
• Select the current term and year
• Click on the Registration button
• Select the course you want to withdraw from by clicking in the radio button; then click the Drop Course button

Students who stop attending this class will be withdrawn from the class and receive a final grade of W1 (Withdrawn). Attendance includes participating in online or face-to-face environments as required.

**New College Withdrawal Policy:** Students who stop attending this class will be withdrawn from the class and receive a final grade of W1 (Withdrawn). Attendance includes participating in online or face-to-face environments as required.

**Student Rights & Responsibilities**

Students are responsible for reading and following all college policies outlined in the Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at [http://www.daytonastate.edu/academics.html](http://www.daytonastate.edu/academics.html) under “Student Resources.”

**Academic Integrity**

In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework produced and submitted by you. Cases of suspected academic dishonesty may be reported to the Judicial Affairs Office for resolution.

*Honor Pledge:* I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work, nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, view [Honor Code](http://www.daytonastate.edu/academics.html).

A student who is found to have cheated will be reported to Judicial Affairs. The student will receive a grade of 0 on the assignment with no opportunity to resubmit the assignment for a different grade. If a student has previously taken this course with the current instructor or a different instructor, permission must be obtained from the current instructor to re-use previously submitted assignments. If permission is not obtained prior to the submission of the re-used assignment, the student may be determined to have self-plagiarized. This finding may result in a report to Judicial Affairs and the receipt of a grade of 0 on the assignment with no opportunity to resubmit the assignment for a higher grade.
Academic Support Services

Withdrawal Process: Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times, issues and concerns can be resolved with communication. Please review Refund/Repayment Policy and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility. If the decision has been made to withdraw, you should.

Students with Disabilities: The Student Disability Services (SDS) Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the SDS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at http://www.daytonastate.edu/sds.

Veterans: If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit https://www.daytonastate.edu/admsvet/

The Division of Library and Academic Support provides the following unlimited services to students via tuition and fees at the time of registration.

Academic Support Center: The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to http://www.daytonastate.edu/asc/ or email ASC@DaytonaState.edu.

Writing Center: For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) www.daytonastate.edu/cwc

Library and Research Services: The Daytona State Library offers many types of resources to support your research materials and assistance. www.daytonastate.edu/library

Technical Support is available for FalconMail, printing, web usage, Facلونline, and more. Students may call 386-506-4AID (4243) or e-mail FalconAid@DaytonaState.edu.

Safety on Campus: Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit https://www.getrave.com/login/daytonastate.