

EASTERN WYOMING COLLEGE

Business & Technology Division

COURSE NAMEKeyboarding Office Documents
COURSE NUMBER.....BOTK 1645
SECTION.....40
CREDIT HOURS3 credit hour
CONTACT HOURSOn-line using LancerNet
SEMESTER.....Fall 2013
DATES.....August 27 – December 9, 2013

INSTRUCTOR..... Andrew Espinoza
OFFICE/COMPUTER LAB..... Community Training Center (CTC)
AVAILABLE HOURS Tuesdays, 9 a.m.- 8 p.m.
..... Thursdays, 9 a.m. – 6 p.m.
..... Mondays-Wednesdays-Fridays, 9-11 a.m.
TRAINING CENTER PHONE 307-532-8262
TEXT NUMBER (no calls please)..... 307-575-2700
E-MAIL..... aespinoza@ewcmail.wy.edu

Course Description

This course is designed to give appropriate preparation in document formatting for work in office employment. This course seeks to develop in the student a marketable skill in keyboarding as well as knowledge of business forms, letters, tabulations and manuscripts. Emphasis will be placed on detailed proofreading, document formats and application of knowledge to office problems. Production speed and accuracy are emphasized.

Course Rationale

Even in a world of texting, video conferencing and online communication – computer keyboarding and document management is still the primary means of basic communication in business. This course is designed to help you build your productivity and document processing skills with emphasis on improving our ability to produce a finished document efficiently and correctly.

Course Overview

This course is designed for students with a strong typing skills (at least 20 words per minute with 90% + accuracy) and a solid working background of Microsoft Word. Our goal is for you increase your speed to at least 45 Gross Words Per Minute (number of words typed minus mistakes).

For this class we will be using the *Gregg College Keyboarding and Document Processing Online Program #2*, which includes Lesson 62 through Lesson 120.

Topics to be covered include:

Correspondence	Reports	Tables	International Formatting
Email	Business Letters	Resumes	Announcements
Formal Reports	Medical Office Document	Resumes	Legal Office Documents
Office Publications	Merged Documents	Memos	Letterhead

Course Objectives

After completion of this course, the successful student will:

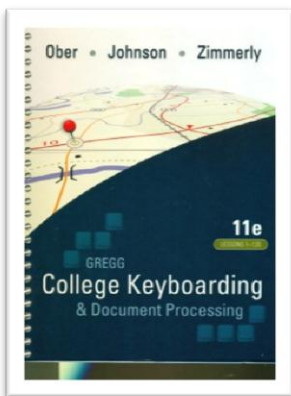
- Establish a GDP11 Online Student Account
- Use correct typing techniques to maximize speed and accuracy
- Use basic features of Microsoft Word 2010 to create standard office documents
- Use advanced features of MS Word 2010 to complete more difficult word processing activities.
- Complete “skillbuilding” activities that help to improve typing speed and accuracy
- Be able to proofread and correct draft documents.
- Format documents based on various needs and purposes
- Type accurately at a minimum of 45 words per minute
- Be familiar with advanced office document procedures

Text/Materials:

In this class we will use the *Gregg Document Processing System*, utilizing *Microsoft Word 2010* to complete Unit Exercises. It may be possible to use Word 2007, but older versions (Word 2000 or Word 97) are not compatible.

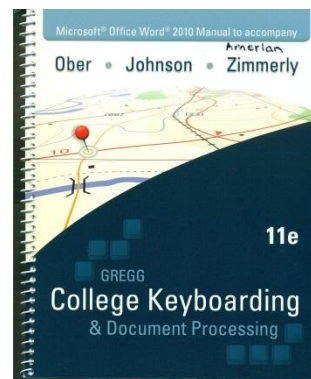
Students are required to purchase the *Gregg Document Processing Course Management Kit*, which is available in the Eastern Wyoming College Bookstore.

This kit includes the GDP Student Textbook, the GDP Microsoft Word Manual, and the registration code for your GDP/11th Edition online account. You may choose to purchase used books and manuals, but then will need to purchase the registration code separately.



Ober, Johnson, and Zimmerly,
Gregg College Keyboard & Document Processing, 11e,
Lessons 61-120;
ISBN: 978-0-07-731940-3
[Link to textbook on Amazon.com](#)

Ober, Johnson, and Zimmerly,
*Microsoft Word 2010 Manual to Accompany
Keyboarding & Document Processing, 11e. Software:*
Microsoft Office 2010
ISBN: 978-0-07-731937-3
[Link to textbook on Amazon.com](#)



Setting up your Online Account:

The first thing you should do in this class is get your Course Management Account registered. Below are links to web pages that describe the registration process. However, I am certainly willing to work with you get your account up and running.

The login address for our web interface is <https://easternwyo.gdp11.com/Students/CombinedLogin.aspx>

Instruction for Registering your GDP Online Account can be found at this web site:

https://easternwyo.gdp11.com/Help/StudentPortal/PDF/GDP11_Student_Registration_Guide.pdf

Getting Started with GDP11 Online:

Tips to help you get started can be found at: <https://easternwyo.gdp11.com/Help/StudentPortal/>

I recommend you begin by viewing the "Getting Started" instructions;

<https://easternwyo.gdp11.com/Help/StudentPortal/>

You may choose to download and print the 28 page "GDP11 Student User's Guide";

http://cdn.gdpcontent.com/Help/StudentPortal/PDF/GDP_Student_Guide.pdf?v=2

Coursework & Grading

This class covers 12 Units, with a total of 420 graded assignments worth a total of 1000 points Exercises are divided into two categories:

- **270 Progress Checks** (short simple activities worth 1 point each)
- **146 Document Processing** (more complex documents that worth 5 points each)

Grades will be determined on the following basis:

A=90% (900-1000 points) B=80% (800-899 points) c=70% (700-799 points)
D =60% (600-699 points) F = (599 points or less)

Below are quick descriptions of the various tasks you will be asked to complete.

Unit Warmup – Each unit begins with a short warmup activity designed to prepare you mentally and physically. These one point activities should take 2 minutes or less to complete.

Skillbuilding Drills – Each unit includes at least two Skillbuilding drills that are intended to help you increase keyboarding speed, accuracy and endurance. Even for the most complex Unit Topics, it's likely you will be able to do these drills in 15 minutes or less.

Language Arts, Spelling and Proofreading Drills – Different Units include different advanced drills, but these shouldn't take you much more than 5 minutes to complete. Being able to proofread and correct drafts is an important skill. We will improve our language arts skills through a series of exercises in abbreviations, capitalization, composing, number expression, proofreading punctuation, spelling subject-verb agreement and word choice. These skills will be reinforced in the document processing exercises of each lesson. Remedial instruction in the form of tutorials is available in the GDP software should you need it.

Formatting and Document Processing - Formatting skills will be taught on the basis of document requirements, not on the basis of word processing capabilities. Today's competitive environment requires high-efficiency formatting conventions. You will build formatting skills through processing documents in each lesson.

Assignments: Each lesson is set up to take approximately 50 minutes, which means you should plan on a minimum of five to six hours a week to spend on this course. Individual needs will, of course, vary. You will find that your lessons will probably be faster and more efficient if you can find time to do them without interruptions and in a place that is conducive to concentration. A tentative outline for the course follows. Progress checks and details on individual assignments will be added as the semester progresses.

On-campus Students Communication

On-campus students are required to visit me at the Community Training Center early in the semester so we can establish your GDP Online Account and go through the course procedures. During the semester you are welcome to come to the CTC Lab and work on this (or any other class), but you can also choose to do the work where is most convenient for you.

Off-campus Student Communication

Off-campus students need to contact me by phone (307) 532-8262 or e-mail as soon as possible so we can review the class process for you. This is a somewhat complex system to learn, but once we have completed a lesson or two it should be pretty manageable.

Student Philosophy Statement

Eastern Wyoming College is committed to providing a student experience that promotes academic success in a challenging and supportive environment, facilitates the transition to college for first time students, and helps all students identify and achieve their individual goals. EWC's student experience is designed to foster personal growth by increasing independence, promoting ethical behavior and personal responsibility for learning, and affording opportunities for student involvement in campus activities to enhance social development.

Attendance Policy:

Because this is a self-directed study, daily attendance is not required. In fact, you decide when you want to start working, how hard you want to work, and when you want to get finished. I recommend you get to work immediately. With this course syllabus I have provided you a list of assignments that need to be completed. You will submit your work through the EWC "LancerNet" web interface. If you have never worked with LancerNet, contact me by phone so we can step through the process.

Withdrawal Policy

Withdrawal from the course may be initiated by the student using normal college procedures as described in the EWC GENERAL CATALOG.

The last day to drop this course is Thursday, December 5, 2013.

As an instructor, I reserve the right to withdraw a student from a class if there has been no communications between us by Mid-term, Oct. 15.

General Education Requirement

Eastern Wyoming College expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculums offered will allow the development of general education competencies necessary for participation in society as well as the development of specialized knowledge necessary within a given discipline. Every EWC graduate will have demonstrated competencies in these five general education areas.

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to the disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to the disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationships between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

Academic Dishonesty

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her an undue advantage over fellow students.

Plagiarism

Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating

Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else. Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of "U," as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

Professional Communication:

Email:

- Appropriate greeting
- Appropriate email address
- Personal vs business account
- Class you are enrolled in and referring to
- Subject line
- Clearly state purpose of email and/or question
- Complete sentences
- Spelling and grammar
- Response instructions
- Formal signature

Phone:

- Speak slowly and clearly
- Identify yourself
- Class you are enrolled in and referring to
- Clearly state purpose of call and/or question
- Phone number where you can be reached

Texting

- Be as formal as possible
 - use appropriate language for whom you are texting
- Identify yourself and your class
- Clearly state purpose and/or question

Online Etiquette

An important objective of this class is to maximize each student's opportunity to learn. A meaningful learning experience requires minimal standards and respect and consideration for others. It is not possible to provide an inclusive list of all disrespectful, disruptive behaviors. The mature college student will recognize the following as being unacceptable:

- negatively challenging an instructor online (make an appointment to discuss conflicts privately in person or with a phone call)
- use of disrespectful language in online discussions or e-mail

The instructor reserves the right to suspend a student from class if his or her behavior does not conform to these minimal standards.

LancerNet Problems

Technical questions about *LancerNet* should first be directed to [Aaron Bahmer](#), Instructional Technologist, at either (307) 532-8284 or 877-392-4678 (866-EWC-INST), 8:00 am to 5:00 pm Mountain Time.

Problems with Internet connectivity should be directed toward your Internet Service Provider.

If you are having difficulty with a hardware item on your PC, please contact the appropriate technical support telephone number for the vendor or manufacturer.

Software installed on your PC at the factory may be covered by their technical support staff. Third-party software (either off-the-shelf or downloaded) will require that you contact the software developer directly.

Americans with Disabilities

Eastern Wyoming College is committed to providing reasonable accommodations for "qualified individuals with disabilities." If you are a person with a disability that qualifies under the Americans with Disabilities Act (ADA) and desire reasonable accommodations, please contact [Mrs. Debbie Oschner](#) at 532-8238 or [Mr. Stuart Nelson](#) at 532-8330 as soon as possible so that arrangements may be made.

Disclaimer

Information contained in this syllabus is, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in courses content or instructional technique without notice or obligation.

Last Modified: August 2013

E-mail comments to your [Instructor](#)