MIDSTATE COLLEGE
411 W. NORTHMOOR RD.   PEORIA, IL 61614
(309) 692-4092   (800) 251-4299
Spring 2019

Course: KEY 007 Beginning Keyboarding [DF]
Credit Hours: 4 Quarter Hours   **Method of Delivery:** eLearning

Course Description: Students will learn the standard keyboard and the 10-key numeric keypad and will understand the essentials of good technique for building speed and accuracy in keyboarding.

Text(s) & Manual(s): Gregg *College Keyboarding and Document Processing for Microsoft Word 2016 Kit 3, 11th Edition* (Lessons 1-120)
Author(s): Scot Ober/Jack E. Johnson/Arlene Zimmerly
Publisher: McGraw Hill   **ISBN:** 9780-07-782573-7

GDP website address: https://midstate.gdp11.com

Materials needed for this course:
   Hardware/Software and Equipment: Computer system with Internet access, Windows 7, and Office 2016.

Topics: Standard keyboard and the 10-key numeric keypad
               Essentials of good technique for building speed and accuracy

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

1.   Key the letter, figure, and most commonly used symbol keys by touch.

2.   Understand basic word processing commands.

3.   Use correct technique while keying straight-copy material.

4.   Use the 10-key numeric keypad.

5.   Compose material at the keyboard.

6.   Proofread copy for typographical accuracy.

7.   Improve speed and accuracy in keyboarding.

8.   Demonstrate the ability to meet timed writing requirements.

Midstate Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

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Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:
The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room **110** (in person); (309) 692-4092, extension **1100** (phone); studentsuccess@midstate.edu (email).

Instructor: Jami Thompson   **Phone:** 692-4092
Midstate E-mail: jethompson@midstate.edu   **Office hours:** By appointment

Participation requirement: Class participation, by posting in the Week Discussion Forum per week is worth 10% of the grade (please remember that it can make a difference between "A" and "B"). Discussion Forum is Required Post - you must post there first before being allowed to view others messages. The Discussion Forum expires at the close of each eLearning Week at 8 am on Monday. Discussion posts for participation can only be made during the specific Week of the course schedule. Midstate College is an attendance taking, term based institution. This means that attendance must be taken for the entire term on the dates and times specified by the delivery of the course. For the student to be counted as attending, he/she must adhere to the attendance regulations of that course. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Policies and Procedures:

Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.
- **On-campus** = If a student attends an on-campus course, he or she will be counted as present.
- **eLearning** = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Cell phones are prohibited from use in this course. If you need to accept a call, please step outside the classroom to do so. Similarly, please refrain from conversation with other classmates during class. Some students find it helpful to bring headphones and listen to music while they work. This is acceptable as long as the volume doesn't disturb others.

Attendance: Midstate College is an attendance taking, term based institution. This means that attendance must be taken for the entire term on the dates and times specified by the delivery of the course. For the student to be counted as attending, he/she must adhere to the attendance regulations of that course.

Grade Determination: 50%--Daily Graded Assignments and Quizzes
                                30%--Three-Minute Timed Writings
                                10%--Attendance and Participation
                                10%--Final Exam

Methods of Evaluating Student Performance: Assignments, Keyboarding Technique, Timed Writings, and Drill Work

Timed Writing End-of-Quarter Goals:

Three-Minute Timed Writings—Gross Words A Minute—Three-Error Maximum

A	B	C	D	F
30 - 100%	26 - 88%	23 - 79%	19 - 67%	16 - 57%
29 - 97%	25- 85%	22 - 76%	18- 64%	15 - 54%
28 - 94%	24 - 82%	21 - 73%	17 - 61%	14 - 51%
27 - 91%		20 – 70%		

KEY 007 COURSE OUTLINE

WEEK	TOPICS	ASSIGNMENTS
1	Registration and introduction to GDP keyboarding system and text book Syllabus and class introduction Keyboarding techniques Home row keys, etc. (1, 3, 7)*	• Pretest and 3-Minute Timed Writing 22C • Unit 1: Lesson 1 • Unit 1: Lesson 2
2	Unit 1: The Alphabet (1, 3, 7)	• Unit 1: Lesson 3 • Unit 1: Lesson 4
3	Unit 1: The Alphabet Unit 2: The Alphabet (1, 3, 7)	• Unit 1: Lesson 5 • **Grade: Lesson 5 Enrichment A and B (p. 20) Key each line once in *Word, save it, & submit it in Open LMS.*** • Unit 2: Lesson 6
4	Unit 2: The Alphabet (1, 3, 7)	• Unit 2: Lesson 7 • Unit 2: Lesson 8
5	Unit 2: The Alphabet Review	• Unit 2: Lesson 9 • Unit 2: Lesson 10 • **Grade: Lesson 10B-D (p. 34)** • **Key each line once in *Word, save it, & submit it in Open LMS.*** • **3 Minute Timed Writing (Unit 5: Lesson 22C in the Lessons Tab)**
6	Unit 3: Numbers & Symbols Timed Writing (1, 3, 7)	**Grade: Lesson 10E-H (p. 35) Key each line once in *Word, save it, & submit it in Open LMS.*** • Unit 3: Lesson 11 • Unit 3: Lesson 12 • **3 Minute Timed Writing (Unit 5: Lesson 24D in the Lessons Tab)**
7	Unit 3: Numbers & Symbols Review (1, 3, 7)	• Unit 3: Lesson 13 • Unit 3: Lesson 14 • Unit 3: Lesson 15 • **Grade: Lesson 15B-C (p. 50) Key each line once in *Word, save it, & submit it in Open LMS.***

WEEK	TOPICS	ASSIGNMENTS
8	Unit 4: Numbers & Symbols Timed Writing (1, 3, 7)	• Unit 4: Lesson 16 • Unit 4: Lesson 17 • **3 Minute Timed Writing (Unit 6: Lesson 26C in the Lessons Tab)**
9	Unit 4: Numbers & Symbols Review (1, 3, 7)	• Unit 4: Lesson 18 • Unit 4: Lesson 19 • Unit 4: Lesson 20 • **Grade: Lesson 20B-D (pp. 67-8) Key each line once in *Word, save it, & submit it in Open LMS.***
10	Unit 4: Supplementary Lesson—Numeric Keypad Timed Writing (4)	• Unit 4: Supplementary Lesson, Parts A—F • **3 Minute Timed Writing (Unit 6: Lesson 28C in the Lessons Tab)**
11	Unit 5: Word Processing (2, 5)	• Unit 5: Lesson 21 • Unit 5: Lesson 22 • **Grade: Lesson 52 C (p. 197) Key in *Word, save it, & submit it in Open LMS.*** Unit 5: Lesson 23
12	Unit 5: Word Processing Original Composition Timed Writing (1-8)	• Unit 5: Lesson 24 • **3 Minute Timed Writing (Unit 6: Lesson 30D in the Lessons Tab)** • **Grade: *Letter to the Instructor* Final Exam. *Type letter in Word, save it, & submit it in Open LMS.***

*Numbers in parentheses in the "Topics" column refer to the course objectives listed on pp. 1-2 of this syllabus.