

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

**Course:** KEY109 Keyboarding Applications [E]

**Credit:** 4 Quarter Hours

**Method of Delivery:** eLearning only

**Course Description:** This course provides a review of the keyboard, proofreading, and word processing techniques. Presentation of memorandums, email, business letters, envelopes, outlines, reports, manuscripts and tables. **Note: At least one five-minute timed writing must be proctored by the instructor using Zoom.** Course fees may apply.

**Prerequisite:** Demonstrate a speed and accuracy skill level of 30 Gross Words per Minute (GWPM).

**Text(s) & Manual(s):** *Gregg College Keyboarding and Document Processing for Microsoft Word 2016 Kit 3, 11<sup>th</sup> Edition*

**Author(s):** Scot Ober/Jack E. Johnson/Arlene Zimmerly

**Publisher:** McGraw Hill      **ISBN:** 978-1-259-92112-4

**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:** Review of the keyboard, proofreading, and word processing techniques. Presentation of memorandums, email, personal and business letters, envelopes, outlines, reports, manuscripts, and tables.

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

1. Understand commonly used word processing terms.
2. Proofread copy for typographical accuracy and to evaluate its acceptability as a finished piece of work.
3. Compose coherent material at the keyboard.
4. Properly format memorandums, E-mail, personal and business letters, envelopes, business reports, manuscripts, and tables.
5. Improve speed and accuracy in keyboarding.
6. 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:** Nancy Franklin

**Room/Phone:** 122 / 692-4092 ext. 1220

**Midstate E-mail:** [nafranklin@midstate.edu](mailto:nafranklin@midstate.edu) **Office hours:** Weekly online office hours are not scheduled, but instructor will work with student's schedules to arrange online meetings when needed, at student's request.

**Participation Requirements:** 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:**

- **eLearning** courses are taught only online. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

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- **Time management** is critical in business world, it is critical in our class as well. Please make sure that you meet all deadlines specified in class. All assignment (projects, trainings and exams) should be submitted in on time.
- Each week your assignments are worth 100 points. To receive full credit, assignments must be posted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. 80% is the maximum grade late homework can receive. Late work will be docked 20% for each week it is late. If you're experiencing problems and want an extension on due date, request needs to be made before work is due to be considered. **NO LATE HOMEWORK WILL BE ACCEPTED AFTER WEEK TEN.** Exams must be taken during the Week they are assigned.
- **Good writing skills** (proper spelling, punctuation, usage of meaningful sentences and paragraphs) should be demonstrated in each assignment, class postings, and message.

**Examination information:** GDP Online Assessments

**Methods of evaluating student performance:**

- GDP Online Assignments (Documents/Quality)
- \*\*GDP Online Five-Minute Timed Writings (must have five or fewer errors)
- Attendance and Participation.

**Instructor's Grading Scale:**

These percentages are all approximate values

Document Assignments	35%
5 Minute Timed Writings	25%
Midterm and Final Exam	30%
Attendance	10%

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**Five-Minute Timed Writing Course Goals (Five-Error Maximum):**

WPM	% Grade	Letter Grade
45+	100	A
44	96	A
43	94	A
42	92	A
41	90	A
40	88	B
39	86	B
38	84	B
36	82	B
35	80	B
34	78	C
33	76	C
32	74	C
31	72	C
30	70	C
28	68	D
27	67	D
26	66	D
25	65	D
24	64	D
23	63	D
22	62	D
21	61	D
20	60	D
19	59	F
18	58	F
17	57	F
16	56	F
15	55	F
14	54	F
13	53	F
12	52	F
11	51	F
10	50	F

It is always best to strive for 5 or fewer errors in a 5-minute timed writing because this is an industry standard. However, for the student to receive a grade for the timed writings with more than 5 errors, the following calculation will be used:

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Errors – 5 = Net Errors

WPM – Net Errors = Net Words per Minute with 5 errors

**Example:** 8 errors – 5 = 3 net errors  
 38 wpm – 3 net errors = 35 WPM with 5 errors

**Course Outline**

<b>WEEK</b>	<b>TOPICS</b>	<b>OBJECTIVES</b>	<b>ASSIGNMENTS</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• Registration and introduction to GDP keyboarding system and text book</li> <li>• Syllabus</li> <li>• Orientation to word processing</li> <li>• E-mail messages</li> </ul>	Objectives #1–6	Lesson 25, pp. 83-6 <ul style="list-style-type: none"> <li>• 52-C, p. 197 (Graded)</li> </ul> <b><i>IMPORTANT: This timed writing will determine placement in KEY 109 or developmental keyboarding course (KEY007).</i></b>
<b>2</b>	<ul style="list-style-type: none"> <li>• Business letters</li> <li>• Envelopes and labels</li> <li>• Memos</li> </ul>	Objectives #1–6	Lessons 25–30 <ul style="list-style-type: none"> <li>• 25-1, p. 85 (Graded)</li> <li>• 26-3, p. 90 (Graded)</li> <li>• 27-8, p. 94 (Graded)</li> <li>• 29-14, p. 104 (Graded)</li> <li>• 30-17, p. 107 (Graded)</li> <li>• 54-D, p. 203 (Graded)</li> <li>• 56-C, p. 211 (Graded)</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• One-page business reports</li> <li>• Multiple page business reports</li> <li>• Academic Reports</li> </ul>	Objectives #1–6	Lessons 31–35 (do not do envelopes for any exercises) <ul style="list-style-type: none"> <li>• 31-1, p. 112 (Graded)</li> <li>• 32-3, p. 116 (Graded)</li> <li>• 34-7, p. 124 (Graded)</li> <li>• 35-9, p. 127 (Graded)</li> <li>• 58-C p. 218 (Graded)</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• Boxed tables</li> <li>• Open tables</li> <li>• Open tables with column headings</li> </ul>	Objectives #1–6	Lessons 36–38 <ul style="list-style-type: none"> <li>• 36-2, p. 133 (Graded)</li> <li>• 36-4, p. 133 (Graded)</li> <li>• 37-6, p. 136 (Graded)</li> <li>• 38-11, p. 139 (Graded)</li> <li>• 60-D, p. 226 (Graded)</li> </ul>

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<b>5</b>	<ul style="list-style-type: none"> <li>• Ruled Tables</li> <li>• Formatting review</li> </ul>	Objectives #1—6	Lessons 39—40 <ul style="list-style-type: none"> <li>• 39-12, p. 142 (Graded)</li> <li>• 39-13, p. 142 (Graded)</li> <li>• 72-C, p. 281 (Graded)</li> <li>• 74-D, p. 292 (Graded)</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• Midterm Gradable Material</li> </ul>	**	<b>Midterm Exam</b> <ul style="list-style-type: none"> <li>• 2-21, p. 147 (Graded)</li> <li>• 2-12, p. 148 (Graded)</li> <li>• 2-16, p. 148 (Graded)</li> <li>• 86-C, p. 349 (Graded)</li> </ul>

<b>7</b>	<ul style="list-style-type: none"> <li>• Personal business letters</li> <li>• Letters with Indented Displays</li> </ul>	Objectives #1—6	Lessons 41—44 <ul style="list-style-type: none"> <li>• 42-24, p. 155 (Graded)</li> <li>• 44-30, p. 163 (Graded)</li> <li>• 88-C, p. 357 (Graded)</li> <li>• 90-D, p. 365 (Graded)</li> </ul>
<b>8</b>	<ul style="list-style-type: none"> <li>• Letters in modified block style</li> </ul>	Objectives #1—6	Lesson 45 <ul style="list-style-type: none"> <li>• 45-32, p. 166 (Graded)</li> <li>• 45-33, p. 166 (Graded)</li> <li>• 96-C, p. 391 (Graded)</li> <li>• 98-C, p. 399 (Graded)</li> </ul>
<b>9</b>	<ul style="list-style-type: none"> <li>• Left-bound business reports</li> <li>• Left-bound reports with indented displays and footnotes</li> </ul>	Objectives #1—6	Lesson 46 <ul style="list-style-type: none"> <li>• 46-13, p. 171 (Graded)</li> <li>• 46-14, p. 172 (Graded)</li> <li>• <b>Supplementary TW #1(Graded)</b></li> <li>• <b>Supplementary TW #2 (Graded)</b></li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>• Reports in APA and MLA styles</li> <li>• References in APA and MLA styles</li> </ul>	Objectives #1—6	Lessons 47-49 <ul style="list-style-type: none"> <li>• 47-15, p. 175 (Graded)</li> <li>• 48-17, p. 179 (Graded)</li> <li>• 49-20, p. 184 (Graded)</li> <li>• 49-21, p. 184 (Graded)</li> <li>• <b>Supplementary TW #3 (Graded)</b></li> </ul>
<b>11</b>	<ul style="list-style-type: none"> <li>• Title pages</li> </ul>	Objectives	Lesson 50

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	<ul style="list-style-type: none"> <li>• Tables of Contents</li> </ul>	#1—6	<ul style="list-style-type: none"> <li>• 50-22, p. 188 (Graded)</li> <li>• 50-23, p. 189 (Graded)</li> <li>• <i>Supplementary TW #4 (Graded)</i></li> <li>• <i>Supplementary TW #5 (Graded)</i></li> </ul>
<b>12</b>	<ul style="list-style-type: none"> <li>• Final Gradable Material</li> <li>• Timed Writing</li> </ul>	**	<b>Final Exam</b> <ul style="list-style-type: none"> <li>• 3-53, p. 229 (Graded)</li> <li>• 3-54, p. 230 (Graded)</li> <li>• 3-33, p. 230 (Graded)</li> <li>• <i>Final Timed Writing (52C Again)</i></li> </ul>