

NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology
Department



AOT 105 - Keyboarding

Module 1: The Alphabet, Number and Symbol Keys

Module 2: Basic Business Documents

Module 3: Reports, Correspondence and Employment Documents

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AOT 105 - Keyboarding

Module 1: The Alphabet, Number and Symbol Keys

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Description of Course

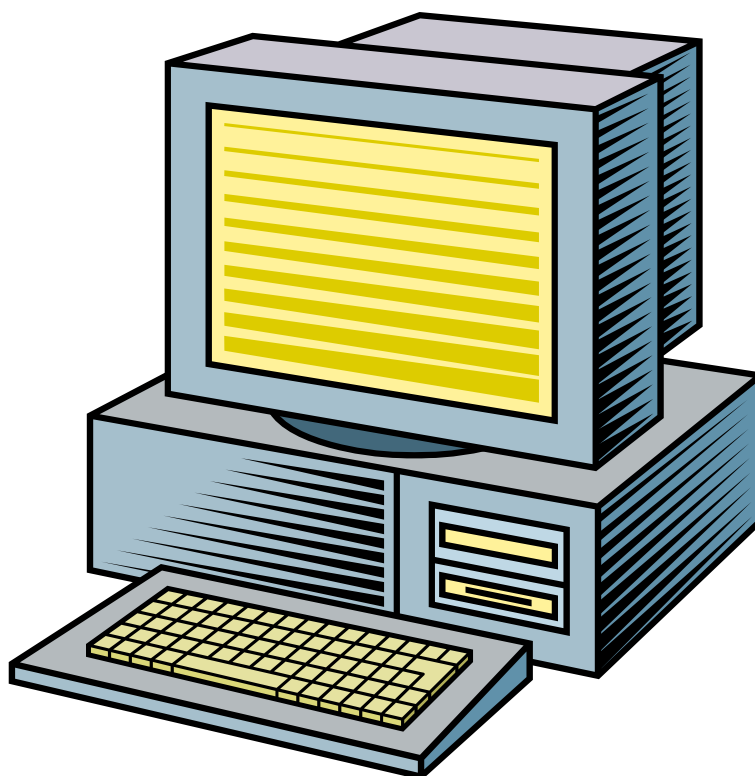
AOT 105 is an introductory course that focuses on the mastery of touch keyboarding.

Purpose of Course

To learn skills and develop correct techniques needed to type keyboard, numbers, and symbols using the touch-typing method. To learn horizontal and vertical centering and the rules pertaining to word division. Learn to correctly format letters, tables, memorandums, resumes, reports, and other various types of business documents using Microsoft Word 2010 software. To learn the importance of proofreading all material and striving for a minimum goal of 40 words per minute for 5-minutes within a 5 error limit by the end of the semester.

Description of Module 1

In Module 1 the students will learn to use the alphabet, number and symbol keys by touch using a computer. They will learn to key text at a minimum of 28 words per minute for 2-minutes with no more than 5 errors by the time they complete the module.



Introduction

Getting Started

The Alphabet, Number and Symbol Keys are the **first** of **three** modules included in AOT 105. In Module 1 the student will learn to use the alphabet, number and symbol keys by touch on a computer using the ***Gregg College Keyboarding and Document Processing*** textbook with the Word 2010 manual and student registration code.

Each module must be completed in order. Students may exempt any of the three modules by completing the objective test, timed writing, and/or hands-on production test with a score of at least 80% on each test. Below is a list of the modules:

Module Title	Percentage of Course Grade
Module 1: The Alphabet, Number and Symbol Keys	20%
Module 2: Basic Business Documents	40%
Module 3: Reports, Correspondence, and Employment Documents	40%

Students wishing to skip AOT 105, will have to register for AOT 105. On the first day of classes they will be given a speed test and a keyboarding test on documents. The grading will be based on the grading scale in Module 3. If they pass both parts of the test with at least a grade of 70 on their speed and a grade of at least 85 on the documents, they will be able to drop out of AOT 105 and add AOT 110. This will go in effect immediately for all students.

Attendance Policies

Day students will be required to meet class for one hour and fifteen minutes two days a week for fifteen weeks. Students will be allowed to miss a maximum of **six class meetings** during the semester. Night students will be required to meet class/lab one night a week for two hours and forty-five minutes for fifteen weeks. Students will be allowed to miss a maximum of **three class meetings** during the semester. Once a student goes over the allowed absences, he/she will be dropped from class rolls for excessive absences with the grade of "F".

There are no excused absences except those **verified** by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed work, but the absence will still count towards the maximum number of absences allowed.

Tardies

Students will be considered tardy if he/she arrives for class after the instructor has checked roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

Credit Awarded

Upon satisfactory completion of **all three modules**, the student will earn three semester hours of credit. Students must earn a minimum of 77 in the course (grade of C or better) before they can advance to the next level of keyboarding (AOT 110–Document Formatting).

Students must complete the requirements for Module 1 before advancing to Module 2. For lesson due dates, see Page 13.

Module 1 Title	Lessons Covered	Test Due Date	Percentage of Module Grade
The Alphabet, Number and Symbol Keys	Lessons 1-20	<u>Day</u> Feb. 20, 2012 <u>Night</u> Feb. 20, 2012	Lessons–60% Objective Test–30% Timed Writing–10%

Method of Instruction

This is a self-paced course, with each student working at his or her own pace. The instructor will give due dates for the completion of the activities/assignments and/or test.

Students are to complete all drills and/or practice exercises in each lesson. The lesson exercises are to be printed and turned in for checking. Students will be given five points for each lesson turned in correctly.

Students will be given a written test and a timed writing test at the end of the module. Students need to score at least a 77 (grade of C) on the written test before going on to Module 2. If a student doesn't score at least a 77, he/she can restudy the lessons and retest. Students must key at least 28 words per minute for 2 minutes with no more than 5 errors to get credit for the timed writing grade. The test grade and timed writing grade will be averaged with the lesson grade to get the final grade for this Module. The student has to have an overall score of at least 77 (grade of C or better) on Module 1 before he/she can advance to Module 2. The module grade will count as 20% of the course grade.

Technology Requirements

When students purchase the new textbook they will also receive a student registration code to register on the GDP web site. In order to use this software, the student will need to have Microsoft Office 2010 on their personal computer. Students **may complete** the required assignments/documents for each lesson at home or at one of the NETC community campus sites. All documents must be completed using Microsoft Word 2010 software or they will not be accepted. All required objective and production tests, and timed writing tests must be taken during class time with the instructor present. **All assignments for the module must be turned in no later than the due date. No assignment will be accepted after the due date. Students will be required to do an average of four lessons per week and turn in for grading. If lessons aren't turned in by the date they're due, they won't be accepted.** Students will be allowed to work on test timed-writings up to one week. All test time-writings have to be done during class with the instructor present.

Materials Required

Students must purchase the following textbooks:

Text: ***Gregg College Keyboarding & Document Processing for Windows, Word 2010, Lessons 1-120, Eleventh Edition, Kit 3***, by Ober, Johnson, and Zimmerly. Glencoe/McGraw-Hill Publishing Company, 2011.

Kit 3 contains the textbook, student registration code, and the Word 2010 manual.

1-USB 2.0 Flash Drive for saving documents (no diskettes are allowed to be used in the computers in the AOT lab)

Resources

The following items will be available for students to use but must remain in the AOT Lab at all times.

Dictionary
Word Division Handbook
Secretarial Handbook

Prerequisite Skills

There are no prerequisite courses required.

Student Time Commitment

Students will be required to meet class for two and a half hours each week. Students should be aware that they might need to spend extra time in the lab to complete the necessary assignments.

Instructor Contact Information

Instructor: Chris Smith
Office location: Room 703A
Office phone: (843) 921-6974 (if no answer, leave message on my voice mail)
E-mail address: csmith@netc.edu

Class/Office schedule is posted on office door. If the office hours listed is not convenient, please call or e-mail me for an appointment.

Documentation of Completion

Documentation will be given for completion of this module when the student has satisfactorily completed the requirements for this module (lessons, timed writing, and written test) with a grade of 77 (C or better).

Student Learning Outcomes (expected performance outcomes, level of proficiency)

Once the student completes this module, he/she will be able to:

1. Operate the letter, number, and symbol keys by touch.
2. Adjust computers as needed: set margins (if defaults are not used), tabs, line spacing, etc.
3. Divide words correctly.
4. Proofread and count keyboarding errors.
5. Apply quotation marks correctly.
6. Answer correctly at least 90% of the questions on a general information test.
7. Type at least 28 words per minute for 2 minutes with no more than 5 errors.

Sections/Units

Unit 1 - Lessons 1 - 5

Performance Objectives --

- ❖ Given appropriate instruction and by practice on a keyboard, learn the location and reach for the home row keys, the enter key, and space bar as evidenced by scoring 90% on a keyboarding drill.
- ❖ Given appropriate instruction and by practice on a keyboard, learn the location and reach for the H, E, O, R, M, T, P, C, V, W, right shift, and period keys as evidenced by scoring 90% on a keyboarding drill.
- ❖ Given appropriate instructions, proofread a document and/or paragraph and count keyboarding errors as evidenced by scoring 90% on a practice drill.
- ❖ Given appropriate instructions and by practice, compute speed on a timed-writing as evidenced by scoring 90% on a practice drill.

Content -- Students will be expected to read the information for the lesson in the textbook before starting the practice exercises required. Students should follow the instructions given in the keyboarding software for each exercise. Once the student completes all the exercises for the lesson, he/she should print the lesson, proofread and circle any errors, and turn it in for credit. Students should complete an entire lesson before printing. He/she should turn in each lesson before advancing to the next lesson.

Learning Activities/Assignments --

Lesson	Pages	Exercises	Enrichment Exercises
Lesson 1	3 - 6	A - J	A - C
Lesson 2	7 - 10	A - I	A - C
Lesson 3	11 - 13	A - H	A - C
Lesson 4	14 - 17	A - H	A - C
Lesson 5	18 - 20	A - H	A - C

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle any errors. Once errors have been circled, the lesson should be turned in to the instructor for checking. The instructor will return the lesson if over five errors are found not circled.

Sections/Units**Unit 2 - Lesson 6 - 10****Performance Objectives --**

- ❖ Given appropriate instruction and by practice on a keyboard, control the I, G, U, B, X, Y, Q, N, Z, ?, slash, comma, hyphen, left shift, and tab keys as evidenced by scoring 90% on a keyboarding drill.
- ❖ Given appropriate instructions and by practice, format short paragraph copy as evidenced by scoring 90% on a practice drill.
- ❖ By practice on a keyboard, key 19 words a minute on a 1-minute timed writing with 3 errors or less as evidenced by scoring 90% on a timed-writing drill.

Content -- Students will be expected to read the information for the lesson in the textbook before starting the practice exercises required. Students should follow the instructions given in the keyboarding software for each exercise. Once the student completes all the exercises for the lesson, he/she should print the lesson, proofread and circle any errors, and turn it in for credit. Students should complete an entire lesson before printing. He/she should turn in each lesson before advancing to the next lesson.

Learning Activities/Assignments --

Lesson	Pages	Exercises	Enrichment Exercises
Lesson 6	22 - 24	A - G	A - D
Lesson 7	25 - 27	A - G	A - D
Lesson 8	28 - 30	A - H	A - C
Lesson 9	31 - 33	A - H	A - C
Lesson 10	34 - 36	A - I	A - E

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle any errors. Once errors have been circled, the lesson should be turned in to the instructor for checking. The instructor will return the lesson if over five errors are found not circled.

Sections/Units**Unit 3 - Lesson 11 - 15****Performance Objectives -**

- ❖ Given appropriate instruction and by practice on a keyboard, control the I, G, U, B, X, Y, Q, N, Z, ?, slash, comma, hyphen, left shift, and tab keys as evidenced by scoring 95% on a keyboarding drill.
- ❖ Given appropriate instructions, format short paragraph copy as evidenced by scoring 95% on a practice drill.
- ❖ By practice on a keyboard, key 19 words a minute on a 1-minute timed writing with 3 errors or less as evidenced by scoring 95% on a timed-writing drill.

Content -- Students will be expected to read the information for the lesson in the textbook before starting the practice exercises required. Students should follow the instructions given in the keyboarding software for each exercise. Once the student completes all the exercises for the lesson, he/she should print the lesson, proofread and circle any errors, and turn it in for credit. Students should complete an entire lesson before printing. He/she should turn in each lesson before advancing to the next lesson.

Learning Activities/Assignments --

Lesson	Pages	Exercises	Enrichment Exercises
Lesson 11	38 - 40	A - I	A - C
Lesson 12	41 - 43	A - G	A - C
Lesson 13	44 - 46	A - J	A - C
Lesson 14	47 - 49	A - I	A - D
Lesson 15	50 - 52	A - G	A - D

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle any errors. Once errors have been circled, the lesson should be turned in to the instructor for checking. The instructor will return the lesson if over five errors are found not circled.

Sections/Units**Unit 4 - Lesson 16 - 20****Performance Objectives -**

- ❖ Given appropriate instruction and by practice on a keyboard, control the \$, (), !, *, \, &, %, ", and @ keys as evidenced by scoring 95% on a keyboarding drill.
- ❖ Given appropriate instructions and studying word division rules, make correct word division decisions by scoring 95% on a practice drill.
- ❖ By practice on a keyboard, improve speed and accuracy on a 2-minute timed writing to 28 words a minute with no more than 5 errors as evidenced by scoring 95% on a timed-writing drill.

Content -- Students will be expected to read the information for the lesson in the textbook before starting the practice exercises required. Students should follow the instructions given in the keyboarding software for each exercise. Once the student completes all the exercises for the lesson, he/she should print the lesson, proofread and circle any errors, and turn it in for credit. Students should complete an entire lesson before printing. He/she should turn in each lesson before advancing to the next lesson.

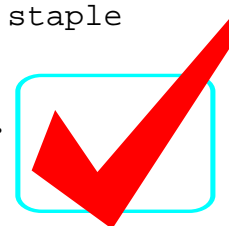
Learning Activities/Assignments --

Lesson	Pages	Exercises	Enrichment Exercises
Lesson 16	54 - 56	A - I	A - C
Lesson 17	57 - 59	A - H	A - F
Lesson 18	60 - 62	A - H	A - E
Lesson 19	63 - 66	A - J	A - F
Lesson 20	67 - 69	A - G	A - D
Supplementary Lesson Ten Key Pad	70 - 72	A - F	A - E

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle any errors. Once errors have been circled, the lesson should be turned in to the instructor for checking. The instructor will return the lesson if over five errors are found not circled.

How to Turn in Lessons

1. Name in upper right corner; include lesson number and exercise number.
2. Do not combine lessons on the same page. **Start each lesson on a separate page.**
3. If you use the lab at times other than your regular class time, please fill out the sign-in sheet. **There will be a separate sign-in sheet for each individual student. You must sign-in each time you come to the lab outside of your regular scheduled class.**
4. Staple lessons in upper left corner. Do not staple different lessons together.
5. **BE A GOOD PROOFREADER! When you feel your work is perfect, CHECK IT ONE MORE TIME.**



Evaluation of Module

Once a student completes Lesson 1-20, they will be required to take a written test and a timed writing test.

The grade for Module 1 will be determined by the following guidelines:

Lessons - 5 points each

Written Test - 2 points for each correct answer

Timed Writing - based on the following scale:

24 - 27	wam for 2 minutes with 5 errors or less	- 60
28 - 32	wam for 2 minutes with 5 errors or less	- 70
33 - 37	wam for 2 minutes with 5 errors or less	- 80
38 - 42	wam for 2 minutes with 5 errors or less	- 90
43+	wam for 2 minutes with 5 errors or less	- 100

Module 1 Title	Lessons Covered	Lesson Due Dates	Test Due Dates	Percentage of Module Grade
The Alphabet, Number and Symbol Keys	Lessons 1-20	<u>Day-Due Beginning of Class</u> Lessons 1-4-Jan. 23 Lessons 5-8-Jan. 30 Lessons 9-12-Feb. 6 Lessons 13-16-Feb. 13 Lessons 17-20-Feb. 20	<u>Day</u> Feb. 20, 2012 <u>Night</u> Feb. 20, 2012	Lessons-60% Objective Test-30% Timed Writing-10%
		<u>Night-Due Beginning of Class</u> Lessons 1-4-Jan. 23 Lessons 5-8-Jan. 30 Lessons 9-12-Feb. 6 Lessons 13-16-Feb. 13 Lessons 17-20-Feb. 20		

Evaluation of Module continued

The following scale will determine course grade:

Module Title	Percentage of Course Grade
Module 1: The Alphabet, Number and Symbol Keys	20%
Module 2: Basic Business Documents	40%
Module 3: Reports, Correspondence, and Employment Documents	40%

Final Grade for the semester will be determined by the following scale:

93 - 100 = A
85 - 92 = B
77 - 84 = C
70 - 76 = D
69 or Below = F