OFFICE TECHNOLOGY INFORMATION 1100
Keyboarding and Document Fundamentals
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Beginning keyboarding course designed for the student with no prior or limited keyboarding experience. Includes word processing functions and basic formatting of documents. (3 lecture hours)

Instructor Note: No pre requisites required.

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE OBJECTIVES
Upon successful completion of the course the student should be able to do the following:

- Identify computer terminology and proper ergonomics
- Demonstrate correct keyboarding techniques
- Practice correct touch system for alphabetic, alphanumeric, symbol, function and ten-key numeric keypad
- Apply basic word processing functions
- Produce correctly formatted documents
- Use basic e-mail functions
- Compose basic e-mail messages
- Apply proofreading techniques
- Apply business language arts rules
- Demonstrate accurate straight copy keyboarding speed
COMPUTER REQUIREMENTS
Students must use a PC with a ten-key numeric keypad and Microsoft Word 2013 for this class. All College lab PC computers have ten-key numeric keypads available to you. If you are using a laptop for this class, you must use a College computer for the ten-key numeric keypad lesson or any computer where you will have access to a ten-key numeric keypad. GDP does not operate on a MAC computer.

GRADING SCALE
Grading is based on a points-earned system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
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<td>C</td>
<td>70 – 79%</td>
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<td>D</td>
<td>60 – 69%</td>
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<tr>
<td>F</td>
<td>0 – 59%</td>
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SATISFACTORY/FAIL OPTION
The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY
If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.