COURSE DESCRIPTION:

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy.

TEXT AND MATERIALS REQUIRED:

ISBN: 00773361393
Ober, Johnson and Zimmerly
McGraw-Hill Publishing

COURSE REGISTRATION: This course will be done through GDP online. Students should go to https://witcsuperior.gdp11.com to register and start this course. When you go to the web site for the first time, enter as a new student and type in the registration code that is provided with your text. Then go into course section Document Formatting 62819. Handouts with complete registration and starting information are part of this syllabus.

COURSE OBJECTIVES:
Upon successful completion of this course, the student in accordance with the grading standards will be able to:
1. Use word processing software.
2. Format business letters.
3. Format reports with special features.
5. Format tables with special features.
6. Format meeting and travel documents.
7. Improve speed and accuracy skills.

GRADING PROCEDURES:
Final grades will be determined by the following point scale:
Lessons = 5 points
Theory Tests = 50 points
Production Tests = 100 points
Test Timings = 100 points
Grade is determined by the total points you earn as a percentage of the total possible points in the course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
</tr>
</tbody>
</table>
GRADING DAILY WORK
When lessons are completed through GDP online, the instructor will check them and record them in the Blackboard grade book. If the lesson is complete and correct when originally submitted, it will be valued at 5 points. If it is incorrect or incomplete, you will get a 3 point credit for the lesson. If a lesson has only minor corrections, it may be given a value of 4 points.

PRODUCTION MEASUREMENTS ON TESTS
These will be completed in the lab and timed by a member of the FLEX staff. Each measurement will have its own grading scale.

2 points for each major error (top margin, line length, and line spacing, general correctness of form, etc.)
1 point for each minor error (blocking, aligning, centering, indenting, typographical error, etc. of individual parts of the job)

Timings

<table>
<thead>
<tr>
<th>Credit 1 – 3 min timing</th>
<th>Credit 2 – 5 min timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4 Errors Max)</td>
<td>(6 Errors Max)</td>
</tr>
<tr>
<td>40+</td>
<td>45+</td>
</tr>
<tr>
<td>35-39</td>
<td>40-44</td>
</tr>
<tr>
<td>30-34</td>
<td>35-39</td>
</tr>
<tr>
<td>25-29</td>
<td>30-34</td>
</tr>
</tbody>
</table>

(A) 40+

(B) 35-39

(C) 30-34

(D) 25-29

(A) 45+

(B) 40-44

(C) 35-39

(D) 30-34
GDP11 Student Registration Guide

Getting Started with GDP11 – What You Will Need

URL/Web Site Address for GDP Online

You will access GDP11 at a URL (Web address) that is specific to your school. This URL may be provided to you by your instructor, or in some cases, it may be automatically emailed to you from the GDP system along with your username and password. This Web site is the log in page for your GDP11 account.

If you do not know the GDP11 URL for your school, please contact your instructor.

Username, Password, Registration Code

In order to use GDP11, you must have a username and password, and you must enter a registration code to activate your account.

I don't have a registration code – how do I get one?

- If you purchased a textbook kit for your class, the GDP registration code is provided in the kit.
- The registration code may also available for individual purchase from your bookstore.
- In some cases, your instructor may provide the code to you.

How to Register Your GDP Online Account

Before beginning to use GDP11, you must activate your account with a registration code.
I have a username and password

1. Go the the GDP11 URL for your school. Notice that your school name is listed in the upper right corner of the page. Before registering, please verify that you are on the correct GDP11 Web site.

2. Enter your username and password in the Log In box, and then click the Sign In button.

3. If your account is not yet activated with a registration code, the system will prompt you to enter a code now. You cannot use GDP11 until your account has been activated with a registration code. Enter the code in the space provided.

4. If your instructor did not already select a class/section for you, the system will prompt you to select a class/section to enroll in. If you are not prompted to select a class/section, your instructor has already done that for you.

I do not have a username and password

1. Go the the GDP11 URL for your school. Notice that your school name is listed in the upper right corner of the page. Before registering, please verify that you are on the correct GDP11 Web site.

2. From the GDP log in page, in the New GDP Student? box, click the I have a REGISTRATION CODE button. You cannot create your GDP11 account without a registration code.

3. On the next screen, you will be asked about which school you attend. If the school specified is correct, check the Yes radio button, and then click the Next button.

4. The following screen will ask if you already have a GDP username.
   a. If you do not have a username and password, click the No radio button, and then click the Next button.
   b. If you already know your username and password, click the Yes radio button, and the system will send you back to the GDP11 log in page.

5. The next screen requires you to review the McGraw-Hill license agreement. Click the Check this box if you agree to the end user license agreement check box, and then click the Next button.

6. When self-registering, it is important that you enroll in the correct class/section.
   a. If necessary, select the correct campus from the Campus: list near the top of the page. Click the arrow at the end of the box to expand the list of available campuses, and then click the name of the campus you want. If you cannot find your campus in the list, select All.
   b. Next, find the class with the section you are enrolled in and select it from the list. Click the Next button to continue.
If the class/section you selected requires a password for enrollment, you will be prompted to enter the password here. Enter the password and click OK. If the password you entered is correct, you will automatically be directed to the next step.

7. Enter your registration code in the space provided, and then click the Next button.
8. To create your GDP11 account, enter your first name, last name, email address, and student ID. Enter a username and password, and then click the **Next** button.

   a. You must choose a student ID and username that are not currently in use.

   b. It is important to enter a valid email address. This is the email address the system will use if you forget your username or password.

9. The final page of registration displays your user account information. After the account has been successfully created, you will not need the registration code again. Click the **Finish** button to return to the main log in page where you can now enter your username and password and begin working with the GDP11 online program.
Completion Schedule

All lessons must be completed for evaluation. You will need to save your files in case revisions are needed. Follow the instructions in GDP for this.

Credit 1:

Complete and submit Lesson 21
Complete and submit Lesson 22
Complete and submit Lesson 23
Complete and submit Lesson 24
Complete and submit Lesson 25
Complete and submit Lesson 26
Complete and submit Lesson 27
Complete and submit Lesson 28
Complete and submit Lesson 29
Complete and submit Lesson 30
Complete and submit Lesson 31
Complete and submit Lesson 32
Complete and submit Lesson 33
Complete and submit Lesson 34
Complete and submit Lesson 35
Complete and submit Lesson 36
Complete and submit Lesson 37
Complete and submit Lesson 38
Complete and submit Lesson 39
Complete and submit Lesson 40
Production Test
Timing Test
Theory Test
Credit 2

Complete and submit Lesson 41

Complete and submit Lesson 42

Complete and submit Lesson 43

Complete and submit Lesson 44

Complete and submit Lesson 45

Complete and submit Lesson 46

Complete and submit Lesson 47

Complete and submit Lesson 48

Complete and submit Lesson 49

Complete and submit Lesson 50

Complete and submit Lesson 51 (Parts A-D only)

Complete and submit Lesson 52 (Parts A-D only)

Complete and submit Lesson 53

Complete and submit Lesson 54

Complete and submit Lesson 55 (Parts A-D only)

Complete and submit Lesson 56

Complete and submit Lesson 57

Complete and submit Lesson 58

Complete and submit Lesson 59

Complete and submit Lesson 60

Complete Meeting and Travel Document Packet (get from instructor)

Theory Test

Production Test

Timing Test (combined with production test)