



**ACED 2000B & C Beginning Keyboarding (3 Credits) Fall 2009**  
**Valdosta State University (VSU) College of Education (COE)**  
**Department of Adult and Career Education (ACED)**

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**COE Conceptual Framework Guiding Principles**

**(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)**

- Dispositions:** Productive dispositions positively affect learners, professional growth, and the learning environment.
- Equity:** All learners deserve high expectations and support.
- Process:** Learning is a life-long process of development and growth.
- Ownership:** Professionals are committed to, and assume responsibility for, the future of their disciplines.
- Support:** Successful engagement in the process of learning requires collaboration among multiple partners.
- Impact:** Effective practice yields evidence of learning.
- Technology:** Technology facilitates teaching, learning, community building, and resource acquisition.
- Standards:** Evidence-based standards systematically guide professional preparation and development.

*Positively Impacting Learning Through Evidence-Based Practices*

**COURSE DESCRIPTION**

Development of basic touch keyboarding skills. This course provides an introduction to formatting letters, research papers, and miscellaneous documents. Emphasis is placed on developing straight-copy speed and accuracy.

**COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS**

The following [College of Education Conceptual Framework Standard](#) (CFS) will be addressed in this course:

CFS 1. CONTENT AND CURRICULUM: Teachers demonstrate a strong content knowledge of content area(s) appropriate for their certification levels.

**VSU GENERAL EDUCATION OUTCOMES**

VSU's eight General Education Outcomes (GEO) provide a broad overview of the skills and knowledge that all VSU students should be able to demonstrate at increasing levels of proficiency throughout their college careers. One of the eight GEOs is addressed in this course:

GEO 3. Students will use computer and information technology when appropriate.

## COURSE OBJECTIVES

Numbers in parentheses following each objective refer to the COE Conceptual Framework Standards (CFS) and VSU General Education Outcomes (GEO) emphasized in this course. Upon completion of this course, the student will be able to:

- CO 1. Master the alphabetic keys using the touch system (eyes on copy, not on fingers) and using a smooth, continuous stroking pattern. (CFS 1)
- CO 2. Key the numbers and symbols with a moderate degree of proficiency. (CFS 1)
- CO 3. Use the various operative parts of the computer. (CFS 1, GEO 3)
- CO 4. Use basic word processing functions with proficiency. (CFS 1, GEO 3)
- CO 5. Apply proofreaders' marks and revise text. (CFS 1)
- CO 6. Set up problems which are vertically and horizontally centered. (CFS 1, GEO 3)
- CO 7. Key personal letters. (CFS 1)
- CO 8. Key business letters, memos, and envelopes. (CFS 1)
- CO 9. Review and improve basic language skills using a variety of practice materials including punctuation, capitalization, spelling, and number usage. (CFS 1)
- CO 10. Key reports in APA style including title page, text, and references. (CFS 1)

## TEXTBOOK & MEDIA

**Required Text:** VanHuss, S. H., Forde, C. M., & Woo, D. L. (2008). *Keyboarding & Formatting Lessons 1-60: Microsoft Word 2007*. Mason, OH: Thomson South-Western. ISBN: 978-0-538-72976- 5

**Required Storage Media:** Jump drive (for saving your work)

**Optional Software:** (1) KeyBoarding Pro Deluxe and (2) Word 2007

- 1) Keyboarding Pro Deluxe software (for skillbuilding and timed writings) is available in College of Education labs only. See the [departmental schedule](#) for available lab hours, or purchase the home software package available in the bookstore or online.
- 2) The Word 2007 software is available for student use in most campus labs. If you wish to purchase this software for your home computer, please visit the Tech Store at <http://services.valdosta.edu/techshop/>. If you will be taking more ACED courses (including ACED 2400), you will need to purchase the Professional version that includes Access.

## PROFESSOR

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**Office Hrs:** <http://coefaculty.valdosta.edu/vestawhisler/Whisler%20Hours.pdf>

## COURSE REQUIREMENTS

1. Two **objective examinations** will be administered during the course, one at mid-term and one on final exam day. Material for these exams will come from the textbook, handouts, presentations, and class discussion. (CO 5, 6, 8, 9, 10)
2. Two **timed production tests** will be administered during the course (see the tentative assignment schedule for dates). Each test will be similar to documents keyed for homework assignments. These tests will be scored on the basis of accuracy (two-thirds of grade) and speed (one-third of grade). The speed rate may vary with each type of test given. (CO 1, 2, 3, 4, 5, 6, 7, 8, 9, 10).
3. Three-minute **timed writings** will be given in class periodically beginning at about mid-term and continuing to the end of the course. The student's **best three** 3-minute timed writings are counted for a grade. On timed writings, speed counts two-thirds and accuracy one-third. Consult the attached sheet for specifics. (CO 1)
4. The student will complete **lab assignments** each week which will be representative of the units covered in class. At the beginning of the course, the labs will provide drills which emphasize the new reaches learned in class; later the labs will emphasize letters, memos, tables, and reports. (CO 1, 2, 3, 4, 5, 6, 7, 8, 9, 10)

## COURSE EVALUATION

Scores will be posted in WebCT within approximately one week of the due date of each assignment. It is the student's responsibility to check the gradebook in WebCT each week, and to discuss any questions or discrepancies with the professor no later than one week after a score is posted. The following grading structure for this course has been accepted by the ACED Department:

Two written exams* at 100 points each	= 200
Two production tests* at 100 points each	= 200
Three <b>best</b> timed writings at 100 points each	= 300
Weekly lab assignments	= 300
	1000 Points

**\*Make-up tests are given only with the instructor's *prior* permission; otherwise, a "0" will be earned for missed tests or exams.**

### Final Grading Scale

895-1000 = A	795-894 = B	695-794 = C	595-694 = D	below 595 = F
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## ATTENDANCE POLICY

Absences and tardies\*, for whatever reason (excused or unexcused), will be handled according to school policy as set forth in the Valdosta State University catalog. The following points will be deducted from the **final course average**:

0-3 absences	= final course average not affected
4 absences	= 2 points deducted from course average
5 absences	= 4 points deducted from course average
6 absences	= 6 points deducted from course average
7 absences	= 8 points deducted from course average
8 absences	= 10 points deducted from course average
9 absences	= 12 points deducted from course average
10 absences	= student dropped from course with "F"

\*3 tardies equal one absence

**NOTE:**  
**If you arrive late or leave before the end of the period, it is your responsibility to make sure you are not marked absent.**

## ASSIGNMENT POLICIES

- The assignments are to be printed and submitted ON TIME at the **beginning of class** (before roll is checked) on the assigned day. You will do much better in this class if you can concentrate on the new material being covered in class each day instead of attempting to catch up the assignment that was due that day.
- **Late assignments will not be accepted.** It is in your best interest to stay at least a day ahead of each deadline—do not wait until the last minute to submit work.
  - If you have a **SERIOUS** problem that keeps you from submitting assignments on time, please contact your instructor immediately, *who will determine if the seriousness of your problem warrants an exception to the late assignment rule.*
  - The following are examples of what might be considered as exceptions:
    - Documented widespread power or Internet outage that also affects campus or public labs
    - Your own hospitalization or documented serious illness
    - Death in the immediate family
  - The following are examples of what may NOT be considered as exceptions:
    - Problems with your home or work computer or software (use campus labs if this happens)
    - Heavy work or course schedule and poor time management
    - Vacation
  - Late assignments that are accepted may be assessed a 50% grade penalty, *before grading.*
- As a safeguard, please save a copy of **all assignments** on your jump drive or other personal media until the end of the semester.

## SPECIAL NEEDS STATEMENT

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students not registered with the Special Services Program must contact the Access Office for Students with Disabilities located in Room 1115, Nevins Hall. The phone number is 245-2498.

## PLAGIARISM AND CHEATING

**Warning:** Academic integrity is taken very seriously by your professor. Points for individual assignments are recorded based on each student's efforts to master the content.

- Do not turn in someone else's work claiming it as your own.
- Do not copy answers from anyone else's work, computer screen, jump drive, or other media.
- Do not allow anyone else to copy your work, look at your computer screen, or borrow your jump drive.

All parties involved in this type of activity will be held accountable, as noted in VSU and Dewar College of Education policies. Below is information directly quoted from the Academic Honesty Policies and Procedures:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

The full text of Academic Honesty Policies and Procedures is available in the on the Academic Affairs website (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). Please study the following consequences for acts of academic dishonesty in this course:

### First Offense:

1. The student will earn a zero for the entire assignment or exam.
2. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). A copy of this form is sent to the Student Conduct Office in the Dean of Students Office.
3. The faculty member may complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>).

### Second Offense:

1. The student will earn a grade of "F" for the course.
2. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). According to the Academic Honesty Policies and Procedures document, "after a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee."
3. The faculty member will complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>). According to the Dewar College of Education Concern Form Policy, "a second level two concern form will result in the student being dismissed from his/her program of study. This dismissal will result in an automatic review by the COE Undergraduate Policies Committee."

**ACED 2000 Beginning Keyboarding**  
*Evaluation of Timed Writings*

**STRAIGHT COPY SPEED AND ACCURACY SCORING TABLES**

The ACED Department has established scoring criteria for three-minute timed writings for this course. The speed and accuracy score will be based on the best three 3-minute timed writings taken, and will count for 30% of your final course grade. The tables below show the standard for final speed and accuracy grades.

<i><b>SPEED SCORING TABLE</b></i>		<i><b>ACCURACY SCORING TABLE</b></i>				
<b>GWAM</b>	<b>SCORE</b>	<b>GWAM</b>	<b>A (95)</b>	<b>B (85)</b>	<b>C (75)</b>	<b>D (65)</b>
20	55	20-27	0-3	4-5	6	
21	57	28-37	0-4	5	6	7
22	59	38+	0-5	6	7	8
23	61					
24	63					
25	65					
26	67					
27	69					
28	71					
29	73					
30	75					
31	77					
32	79					
33	81					
34	83					
35	85					
36	87					
37	89					
38	91					
39	93					
40	95					
41	97					
42	99					
43+	100					

  

**NOTES:**

- Only 3-minute timed writings taken under instructor supervision in class may be counted for a grade.
- Error correction is allowed during all timed writings; however, there will be a 9-time maximum use of the backspace key for the timing if it is to count for a grade.
- If a student has 0 errors with 0 uses of the backspace key during a 3-minute timed writing, he/she will earn 100 for accuracy.
- Scoring timed writings:** Speed counts 2/3, and accuracy counts 1/3.

**Example:** If you key 30 words per minute with a total of 4 errors, you will earn a score of:

**75** for speed (from the SPEED SCORING TABLE)  
**95** for accuracy (from the ACCURACY SCORING TABLE)

To compute your timed writing grade, remember that speed counts twice and accuracy counts once:  
**75 + 75 + 95 = 245.** Divide by 3, and the grade is 82.

ACED 2000 Beginning Keyboarding  
*Production Testing Guidelines*

Timed production test will be given on various types of activities performed in ACED 2000. The scores on these tests account for 20% of your final course grade. The two production tests will cover:

- Production Test 1:        Memos, letters  
 Production Test 2:        Reports, APA, tables,

All of the tests will be graded on the basis of accuracy and production (keyboarding) speed. Accuracy will count two-thirds of the test grade, and speed will count one-third of the test grade. The following accuracy and speed scoring criteria have been established by the ACED Department:

**Accuracy**

Points are deducted for errors made on the tests which are left uncorrected. Points deducted for the errors are five points, three points, and one point. Some errors are considered more serious than others, as shown below:

<i>Major (5 point) errors</i>	<i>Moderate (3 point) errors</i>	<i>Minor (1 point) errors</i>
Failure to follow directions	Capitalization, punctuation, or number-expression errors	Two spaces between words
All typographical and spelling errors	Irregular spacing around punctuation marks	Very uneven right margin
Grossly poor placement or format	Moderate deviation from good placement or format	Small deviation from good placement or format
Word errors (omitted, added, substituted, repeated, transposed)	Omitted hyphen	Dash which appears as a hyphen; in Word, a dash equals two hyphens (no spaces before, between, or after)
	Omitted space between words	
	Irregular indention of paragraphs	
	Spaces within words	

**Speed**

Speed scores will be based on the number of minutes taken to complete the production test. A separate speed scale will be provided for each of the three production tests.

**ACED 2000 Beginning Keyboarding**  
*Tentative Assignment Schedule*

<b>Weeks</b>	<b>Dates</b>	<b>Activities</b>	<b>Points Possible</b>	<b>Your Points</b>
1	8/17-8/21	Orientation Lab 1 Lessons 1-5	25	
2	8/24-8/28	Lab 2 Lessons 6-10	25	
3	8/31-9/4	Lab 3 Lessons 11-15	25	
4	9/8-9/11	LABOR DAY Monday, 9/7—No classes Lab 4 Lessons 16-20	25	
5	9/14-9/18	Lab 5 Lessons 21-25	25	
6	9/21-9/25	Lab 6 Lessons 26-30	25	
7	9/28-10/2	Lab 7 Lessons 31-35	25	
8	10/5-10/9	<b>MIDTERM EXAM</b> (Lessons 1-35) <b>Skillbuilding &amp; Timed Writings</b>	100	
9	10/12-10/16	<b>PRODUCTION TEST 1</b> (Lessons 26-35) Lab 8 Lessons 38-40 & Comm Skills 1	100	
	10/19-10/20	<b>FALL BREAK</b>		
10	10/21-10/23	Lab 8 Lessons 38-40 & Comm Skills 1 (cont'd)	25	
11	10/26-10/30	Lab 9 Lessons 41-45	25	
12	11/2-11/6	Lab 10 APA & Comm Skills 2	25	
13	11/9-11/13	Lab 11 Lessons 46-50	25	
14	11/16-11/20	Lab 12 Lessons 52-59 & Comm Skills 3	25	
15	11/23-11/24	<b>Skillbuilding &amp; Timed Writings</b>		
	11/25-11/27	<b>THANKSGIVING BREAK</b>		
16	11/30-12/4	<b>PRODUCTION TEST 2</b> (Lessons 38-59)	100	
<b>Final Exam Period</b>	<b>ACED2000B MW</b> Fri 12/11 5:00-7:00 p.m.	<b>FINAL EXAM</b> (Lessons 1-60) <b>TIMED WRITINGS DUE</b>	100	
	<b>ACED2000C TR</b> Wed 12/9 2:45-4:45 p.m.		300	
<b>Total Points Possible</b>			<b>1000</b>	

**Your professor reserves the right to change this schedule as necessary.  
You will be notified of any changes to the schedule during class meetings.**