



ACED3000A INTERMEDIATE KEYBOARDING (3 CREDITS)

Fall 2009 T&R 11:00-12:15 COE 2112

Valdosta State University

College of Education (COE) -- Department of Adult and Career Education (ACED)

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

COE CONCEPTUAL FRAMEWORK STANDARDS

The following College of Education Conceptual Framework Standard 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. Two of the eight GEOs are addressed in this course:

- GEO 3. Students will use computer and information technology when appropriate.
GEO 4. Students will express themselves clearly, logically, and precisely in writing and in speaking, and they will demonstrate competence in reading and listening.

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. Proficiently format a variety of realistic business documents—letters, reports, communications with special features, etc.—from a variety of source copy. (CFS 1, GEO 3)
CO 2. Utilize language arts skills including grammar, punctuation, capitalization, spelling, and number usage in the preparation and proofreading of documents. (CFS 1, GEO 4)
CO 3. Key straight, statistical, script, and rough-draft copy more accurately. (CFS 1)
CO 4. Improve speed and accuracy on timed writings. (CFS 1)
CO 5. Develop decision-making skills in setting up problems given a minimum of directions. (CFS 1, GEO 3, GEO 4)

COURSE DESCRIPTION

Prerequisite: Grade of “C” or better in ACED 2000 or exemption. Continued emphasis on building speed and accuracy. Detailed coverage of business letters, memos, multiple-page reports, and miscellaneous documents.

REQUIRED TEXTBOOK

OPTION #1: Ober, Johnson, Zimmerly (2008). *College Keyboarding & Document Processing (GDP), Word 2007 Update Kit 2, Lessons 61-120 with Home software 2.0* (10th ed.). New York: McGraw-Hill Irwin. ISBN: 13-978-0-07-726055-2 (Includes textbook, Word manual, AND Home GDP software)

OR

OPTION #2: Ober, Johnson, Zimmerly (2008). *College Keyboarding & Document Processing (GDP), Word 2007 Update, Lessons 61-120 text* (10th ed.). New York: McGraw-Hill Irwin. ISBN: 13-978-007-336832-0 (Textbook only)

OPTIONAL TEXTBOOK

Sabin, W. (2005). *The Gregg Reference Manual* (10th ed.). New York: McGraw-Hill Irwin. ISBN: 13-978-0-07-293653-7. **NOTE: This book will also be used in ACED 2050, 4070, and 4160.**

MEDIA

Required Storage Media: Jump (USB) drive **(REQUIRED TO USE GDP IN COE LABS)**

Optional Home Software: (1) Microsoft Word 2007 (2) GDP

- 1) 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/MicrosoftSoftware.aspx>. If you will be taking more ACED courses (including ACED 2400), you will be wise to purchase the Professional version that includes Access.
- 2) *Gregg Document Processing (GDP)* is a home software package that should be included with Kit 2, but it is available for purchase separately online if you did not receive a copy with your textbook. In addition to being an excellent resource for practicing speed and accuracy for your timed writings, it helps you proofread your Word documents (as long as Word 2007 is installed on the same computer). Most homework for this course will be submitted through GDP, which is available on campus in Dewar College of Education labs only. ISBN 0-07-299792-3

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:

Lab assignments	= 300
Three timed production tests*	= 300
Three <i>best</i> timed writings at 10 percent each	= 300
Objective midterm and final exams*	= 100
	1000 Points

***Make-up tests are given only with the instructor's permission, which must be requested *prior to the scheduled exam time*; otherwise, a "0" will be earned for missed tests or exams—NO EXCEPTIONS.**

Final Grading Scale

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

COURSE REQUIREMENTS

1. You will complete **lab assignments** (homework) each week which will be representative of the document processing and language arts concepts covered in class. **Whether you are working at home or in the COE labs, all GDP assignments must be saved to your USB drive and uploaded to the course Website.** It is more effective to practice some keyboarding each day rather than attempting to complete an entire lab assignment in one day. (See the [departmental schedule](#) for available lab hours.) (CO 1, 2, 5)
2. Three **production tests** will be administered on the various types of activities performed in the lab assignments. These tests will be scored on the basis of accuracy (2/3 of grade) and speed (1/3 of grade). The speed rate may vary with each type of test given. (CO 1, 2, 5)
3. **Timed writings** may be attempted throughout the course. Only *five*-minute writings taken in the presence of the professor will be used for evaluation. The student's *best three* timed writings (by the end of the semester) will be used to establish the final grade; however, **a score of at least 70% must be obtained in order to pass the course.** On timed writings, speed counts 2/3 and accuracy 1/3. Consult the attached sheet for a specific grade. (CO 3, 4)
4. **Two objective exams** (midterm and comprehensive final) will be administered during the course. Questions will come from the textbook, handouts, presentations, and class discussions. (CO 1, 2, 5)

ATTENDANCE POLICY

Absences and tardies*, for whatever reason, will be handled according to school policy as set forth in the VSU catalog. The following reflects possible deductions 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 = 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

- Assignments are to be submitted **ON TIME before the beginning of class** on the assigned day.
- **Late assignments will generally not be accepted.**
 - 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
 - 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
 - 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 until the end of the semester.

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 anything from anyone else's documents, 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>).
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."

TIMED WRITING SPEED AND ACCURACY SCORING TABLES

The ACED Department has established scoring criteria for five-minute timed writings for this course. The speed and accuracy score will be based on the **best three** 5-minute timed writings taken in the presence of your instructor, and will count for 30% of your final course grade. **A combined speed and accuracy score of at least 70% must be obtained in order to pass the course.**

TIMED WRITING SPEED SCORING TABLE								TIMED WRITING ACCURACY SCORING TABLE				
Gross Word s	Score	Gross Word s	Score	Gross Word s	Score	Gross Word s	Score	Gross Words	A	B	C	D
30	58	40	70	50	82	60	95		(95)	(85)	(75)	(65)
31	59	41	71	51	83	61	96	30-39	1-2	3	4-5	6
32	60	42	72	52	85	62	97	40-49	1-3	4	5-6	7
33	61	43	73	53	86	63	98	50-59	1-4	5	6-7	8
34	62	44	75	54	87	64	99	60+	1-4	5-6	7-8	9
35	63	45	76	55	88	65+	100					
36	65	46	77	56	90							
37	66	47	78	57	91							
38	67	48	80	58	92							
39	68	49	81	59	93							

Example: If you key 44 words per minute with a total of 2 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.

NOTES:

- Only timed writings taken under instructor supervision may be counted for a grade.
- You may attempt timed writing any day during in-class lab time.
- Scoring timed writings:** Speed counts 2/3, and accuracy counts 1/3

PRODUCTION TEST ACCURACY SCORING TABLE

Timed production tests will be given on the various types of documents created during homework assignments. The scores on these tests account for 30% of your final course grade. All of the tests will be graded on the basis of accuracy and production (keyboarding) speed. Accuracy will count 2/3 of the test grade, and speed will count 1/3 of the test grade. Points are deducted for errors which are left uncorrected.

Major (10 point) errors	Moderate (5 point) errors	Minor (3 point) errors
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 indentation of paragraphs	
	Spaces within words	

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 requesting classroom accommodations or modifications due to a documented disability must contact the [Access Office for Students with Disabilities](#) located in the Farber Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

PROFESSOR

Name: Dr. Vesta R. Whisler
Phone: 229-333-5636 (Office)
Office: Room 2111, Dewar College of Education
E-mail: vrwhisler@valdosta.edu **Alternate:** vrwhisler@att.net (For use *only* if the VSU server is down)
Web Site: <http://coefaculty.valdosta.edu/vestawhisler>
Office Hrs: <http://coefaculty.valdosta.edu/vestawhisler/Whisler%20Hours.pdf>

TENTATIVE ASSIGNMENT SCHEDULE

Weeks	Dates	Activities	Points Possible	Your Points
1	8/18 & 8/20	Orientation Lab 1 Lessons 61-65	25	
2	8/25 & 8/27	Lab 2 Lessons 66-70	25	
3	9/1 & 9/3	Lab 3 Lessons 71-75	25	
4	9/8 & 9/10	Lab 4 Lessons 76-80	25	
5	9/15 & 9/17	Skillbuilding & Timed Writings PRODUCTION TEST 1: Lessons 61-80	100	
6	9/22 & 9/24	Lab 5 Lessons 81-85	25	
7	9/29 & 10/1	Lab 6 Lessons 86-90	25	
8	10/6 & 10/8	MIDTERM EXAM: Lessons 61-90 Lab 7 Lessons 91-95	50 25	
9	10/13 & 10/15	Lab 8 Lessons 96-100	25	
	10/20	FALL BREAK		
10	10/22	PRODUCTION TEST 2: Lessons 81-100	100	
11	10/27 & 10/29	Lab 9 APA	25	
12	11/3 & 11/5	Lab 10 Lessons 101-105	25	
13	11/10 & 11/12	Lab 11 Lessons 106-110	25	
14	11/17 & 11/19	Lab 12 Lessons 111-120	25	
15	11/24	Skillbuilding & Timed Writings		
16	12/1 & 12/3	Skillbuilding & Timed Writings PRODUCTION TEST 3: Lessons 61-120 & APA	100	
Final Exam Period	ACED3000A Fri 12/11/2009 10:15 a.m.-12:15 p.m.	FINAL EXAM: Lessons 61-120 & APA	50	
		TIMED WRITINGS DUE	300	
		TOTAL POINTS POSSIBLE	1000	

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