



ACED3000A—INTERMEDIATE KEYBOARDING

(3 Credits)

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 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. **Exemption test available the first Wednesday of Fall and Spring semesters.** For more information about the exemption test, please visit: <http://www.valdosta.edu/coe/aced/howto/ExemptACED3000.shtml> .

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)

REQUIRED TEXTBOOK

OPTION #1: Ober, Johnson, Zimmerly (2011). *College Keyboarding & Document Processing (GDP), Word 2010 Kit 2, Lessons 61-120 with Online Software Student Registration Card* (11th ed.). New York: McGraw-Hill Irwin. ISBN: 0077356578 (Includes textbook, Word manual, AND Registration Card for Online Student Software)

OR

OPTION #2: Ober, Johnson, Zimmerly (2011). *College Keyboarding & Document Processing (GDP), Word 2010, Lessons 61-120 text* (11th ed.). New York: McGraw-Hill Irwin. ISBN: 0077319400 (Textbook alone—only for students who recently completed ACED 2000, and already have access to the Online Student Software))

MEDIA

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

Optional Software: MS Word 2010 on your home computer

- 1) Glencoe Document Processing (GDP) software is web-based for easy access from any Internet connection.

Minimum System Requirements for GDP11

- Windows XP, Windows Vista, or Windows 7
 - IE7, IE8, or Firefox 3.5
 - 512 MB RAM is required, 1GB+ is recommended
 - 1GHz+ processor
 - Adobe Flash Player v10+ (Flash Player v10.1 highly recommended)
 - Screen resolution of 1024px x 768px or higher
 - Microsoft Word 2010
 - Hi-speed Internet access
- 2) The student registration code to the online software is available on a card in **Kit 2** (that you purchase for the course) and it provides access for 2 years. Standalone software codes are also available for purchase, in case (a) one is lost, or (b) you purchased a used **Kit 2**. The ISBN for the registration code alone is: 978-0-07-731944-1.
 - 3) For word processing assignments, the computer you are working from **MUST HAVE WORD 2010 INSTALLED**. All computer labs in the Education Center on campus have the appropriate software installed. Office 2010 can be purchased at a student discount from the VSU Tech Shop at <http://services.valdosta.edu/techshop/MicrosoftSoftware.aspx>.

PROFESSOR CONTACT INFORMATION

Name: Dr. Vesta R. Whisler, Assistant Professor
Phone: 229-333-5636 (Office)\
Office: Room 2111, Dewar College of Education
Email: 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/WhislerHours.htm>

METHOD OF DELIVERY

This section of ACED3000 will be taught as a web-enhanced course that will meet face-to-face twice weekly.

1. The professor will provide face-to-face instruction and individual assistance during two class meetings most weeks.
2. The professor will provide such online items as announcements, readings, discussions, email communications, assignments, exams, and grade reports through the BlazeVIEW platform. Students are asked to check BlazeVIEW announcements, emails, and grades between class meetings.
3. Students will actively interact with each other, the instructor, the content, and the BlazeVIEW interface in the classroom and outside of class.
4. Students may complete homework from any computer with the appropriate software and Internet connection. If your computer at work or home does not meet the requirements, please plan to spend time in the COE labs provided by the University.
 - a. For more information about computer requirements for accessing BlazeVIEW Vista:
<http://www.valdosta.edu/vista/GettingStarted.shtml>
 - b. The hours that the COE computer labs are available will be posted outside each lab in the College of Education and also at <http://www.valdosta.edu/coe/aced/labsched.shtml>.
 - c. IMPORTANT: Smoking, food, and drinks are NOT ALLOWED in the campus computer labs at any time. You are asked to finish consuming such items BEFORE you enter the labs.

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 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. (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 the formula for calculating timed writing grades. (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)

DRESS CODE POLICY

It is our goal to assist you in developing a professional mindset about your appearance. Therefore, males and females should remove hoods, hats, baseball or skull caps, bandanas, and head scarves upon entry into the classroom. Extremely baggy and sagging pants, athletic shorts, tank tops, undershirts (“wifebeaters”), tube tops, blouses which show cleavage or stomach, and pajamas should not be worn to class by either males or females. You are encouraged to keep your future professional wardrobe needs in mind when making clothing purchases.

COMMUNICATION POLICY

While most communication will occur in the face-to-face classroom, please don't hesitate to stop by during office hours, or email your professor if you have a question or problem that you would rather discuss in private.

Your professor is frequently online at different times during the week (except possibly on week-ends or holidays). Any time that you are in BlazeVIEW, you can check to see if your professor has BlazeVIEW open, and, if so, you can initiate a chat invitation. To help insure that we can communicate effectively throughout the semester:

- Please send your emails through the email tool of your course in BlazeVIEW. BlazeVIEW email automatically provides a list of class participants (including your professor) to ensure that the message goes to the correct address. It also places a copy in the sender's BlazeVIEW email account in case you ever need proof that a message was sent.
- As a courtesy, ALWAYS include a descriptive subject line with your email messages and sign your full name at the end of your message.
- If for some reason the BlazeVIEW server is down, and you cannot access it to send an email message, feel free to use your Live@VSTATE email account to send a message to your professor at the address provided in the PROFESSOR CONTACT INFORMATION area of this Syllabus. Emails sent outside of BlazeVIEW MUST include the course number in the subject line, and your full name at the end of the message.
- If BOTH the BlazeVIEW and Live@VSTATE servers are down, you may email your professor at the alternate address provided in the PROFESSOR CONTACT INFORMATION area of this Syllabus. Emails sent outside of BlazeVIEW MUST include the course number in the subject line, and your full name at the end of the message.
- Students who include the word "QUESTION" or "PROBLEM" in the subject line of an email can generally expect a response within 24 hours (except possibly on week-ends or holidays).

COURSE EVALUATION

Some scores will appear in BlazeVIEW automatically after completion of a quiz or computer-graded assignment; however, many assignments are evaluated manually by the instructor, who will post those scores in BlazeVIEW within a week of the assignment due date. An updated grade status report will be posted in BlazeVIEW within approximately one week after the end of each unit. It is the student's responsibility to check the grade book in BlazeVIEW at least once a 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*	<u>= 100</u>
	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. Make-up exams may or may not exactly duplicate the originals and will not entitle other students to the same alternative exam.

Final Grading Scale

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

LATE ASSIGNMENT POLICY

- Deadlines are provided to help you set goals for yourself. Students who wait until a few hours before a deadline to start assignments generally end up frustrated and unhappy with the course. Time management is an essential workforce skill. It is recommended that you work a little each day on your assignments instead of trying to complete them all at once.
- **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 (have a back-up plan)
 - 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.

ATTENDANCE POLICY

Absences, for whatever reason (excused or unexcused), will be handled according to school policy as set forth in the VSU catalog. Although missing any class will be detrimental to your learning, you can miss three days of class without having any attendance points deducted from your final grade. 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"

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.

VSU WITHDRAWAL POLICY

The *Limited Withdrawal Process* began August 21, 2010, for all undergraduate students.

- Undergraduate students are limited to 5 course withdrawals for the lifetime of their undergraduate record.
- DO NOT OVER-REGISTER! Please make sure you are enrolled in courses you intend to complete.
- Please go to <http://www.valdosta.edu/academic/WithdrawalPolicy.shtml> and read the entire policy and the FAQs.

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).

PLAGIARISM AND CHEATING

Warning: Academic integrity is taken very seriously by your professor.

- 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.
- Do not work with classmates on individual assignments, quizzes, exams, etc. Points for individual work are based on *each student's efforts to master the content*.

All parties involved in this type of activity **will be held accountable**, as noted in the VSU Academic Honesty Policies and Procedures available at <http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). Please study the following consequences for acts of academic dishonesty in this course:

- FIRST OFFENSE: The student will earn a "0" on the assignment, test, project, etc.
- SECOND OFFENSE: The student will earn the letter grade "F" for the course.

Any violation of academic honesty may result in further action involving referral of the matter (with documentation) to the appropriate college (university) officials within the administrative structure will be taken. (Please also see the VSU Student Handbook.)

SAFEASSIGN AGREEMENT

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to SafeAssign, a tool within BlazeVIEW. See [SafeAssign for Students](#) (<http://www.valdosta.edu/academic/SafeAssignforStudents.shtml>).

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 Words	Score	Gross Words	Score	Gross Words	Score	Gross Words	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 writings any day during in-class lab time.
- Scoring timed writings:** Speed counts 2/3, and accuracy counts 1/3
- Zero errors will result in an accuracy score of 100.

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	

ACED 3000A—*Tentative Assignment Schedule*

Modules		Topics	Points Possible	Your Points
1	1/9/12-1/15/12	Orientation Lab 1 Lessons 61-65	25	
2	1/16/12-1/22/12	Lab 2 Lessons 66-70	25	
3	1/23/12-1/29/12	Lab 3 Lessons 71-75	25	
4	1/30/12-2/5/12	Lab 4 Lessons 76-80	25	
5	2/6/12-2/12/12	Skillbuilding & Timed Writings PRODUCTION TEST 1: Lessons 61-80	100	
6	2/13/12-2/19/12	Lab 5 Lessons 81-85	25	
7	2/20/12-2/26/12	Lab 6 Lessons 86-90	25	
8	2/27/12-3/4/12	MIDTERM EXAM: Lessons 61-90 Lab 7 Lessons 91-95	50 25	
9	3/5/12-3/11/12	Lab 8 Lessons 96-100	25	
SPRING BREAK				
10	3/19/12-3/25/12	PRODUCTION TEST 2: Lessons 81-100	100	
11	3/26/12-4/1/12	Lab 9 APA	25	
12	4/2/12-4/8/12	Lab 10 Lessons 101-105	25	
13	4/9/12-4/15/12	Lab 11 Lessons 106-110	25	
14	4/16/12-4/22/12	Lab 12 Lessons 111-120	25	
15	4/23/12-4/29/12	Skillbuilding & Timed Writings PRODUCTION TEST 3: Lessons 61-120 & APA	100	
<u>FINAL EXAM PERIOD</u>		FINAL EXAM: Lessons 61-120 & APA	50	
		TIMED WRITINGS DUE	300	
		SOIs (Extra Credit Participation Points)	+10	
		TOTAL POINTS POSSIBLE	1000	

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