Adult & Career Education (ACED), Valdosta State University
ACED 2000 Beginning Keyboarding—Exemption Exam Information

An ACED Exemption Exam is offered at the Valdosta Campus for current VSU students who have experiential learning or previous coursework equivalent to the content taught in VSU's course, *ACED 2000 Beginning Keyboarding*.

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.

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

Content of Exam
The *ACED 2000 Beginning Keyboarding* Exemption Exam consists of two parts, both taken at a computer in the presence of a proctor: (1) a 3-minuted timed writing and (2) a timed production exam using the current version of Microsoft Word. Total time allotted for the exam is 80 minutes.

1. **TIMED WRITING (35 GWAM TO PASS**). Two 3-minute timed writings will be administered to the student. The student will submit the better of the two. Corrections are allowed during the timed writing. The minimum score for passing is 35 gwam with a maximum of 5 errors. Current word processing convention calls for ONE SPACE after punctuation at the end of a sentence. The software will count an error if you key two spaces after punctuation at the end of a sentence. ***The student must pass the timed writing to proceed.***
2. **TIMED PRODUCTION TEST (70% SPEED & ACCURACY TO PASS).** A timed (40-minute limit) production test over various documents (see course objectives above).

Study Guide
Although it is assumed that a student requesting this exemption exam has experiential learning or previous coursework equivalent to the content taught in VSU's course, it is recommended that the student review a current beginning keyboarding textbook (usually Lessons 1-60), looking specifically at those sections related to the course objectives listed above. A study guide for this exemption exam is available upon payment of the exam fee.

For more information about this specific exemption exam, please contact acedexams@valdosta.edu .