



Adult & Career Education (ACED), Valdosta State University ACED 2300 Intermediate Keyboarding—Exemption Exam Information

An ACED Exemption Exam is offered for current VSU students who have experiential learning or previous coursework equivalent to the content taught in VSU's course, *ACED 2300 Intermediate Keyboarding*.

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.

Course Objectives

Upon completion of this course, the student will be able to:

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

Content of Exam

The *ACED 2300 Intermediate Keyboarding* Exemption Exam consists of three parts, all taken at a computer in the presence of a proctor: (1) a 5-minuted timed writing and (2) an objective test, and (3) a timed production exam using the current version of Microsoft Word. Time allotted for the entire exam is 140 minutes.

1. **TIMED WRITING (50 GWAM TO PASS).** Two 5-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 50 gwam with a maximum of 7 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 to the objective test.***
2. **OBJECTIVE TEST (70% TO PASS).** Fifty questions covering intermediate keyboarding, word processing, and document processing concepts. The minimum score for passing is 35 correct answers. Only one attempt is allowed. ***The student must pass the objective test to proceed to the production test.***
3. **TIMED PRODUCTION TEST (70% SPEED & ACCURACY TO PASS).** A timed (60-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 intermediate keyboarding textbook (usually Lessons 61-120), 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 .