



ACED 2000 - Beginning Keyboarding (3 Credits)

Dewar College of Education | Valdosta State University Department of Adult and Career Education

Conceptual Framework: Guiding Principles (DEPOSITS)

(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.

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS (CFS)

- I. **CONTENT AND CURRICULUM:** Educators demonstrate a strong content knowledge of content area(s) that is appropriate for their certification levels.
 - II. **KNOWLEDGE OF STUDENTS AND THEIR LEARNING:** Educators support the intellectual, social, physical, and personal development of all students.
 - III. **LEARNING ENVIRONMENTS:** Educators create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.
 - IV. **ASSESSMENT:** Educators understand and use a range of formal and informal assessment strategies to evaluate and ensure the continuous development of all learners.
 - V. **PLANNING AND INSTRUCTION:** Educators design and create instructional experiences based on their knowledge of content and curriculum, students, learning environments, and assessment.
 - VI. **PROFESSIONALISM:** Educators recognize, participate in, and contribute to teaching and learning as a profession.
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INSTRUCTOR

Name: Mrs. Sheila Hall | srhall@valdosta.edu

Phone: 229-333-7395 (Office) or 229-333-5928 (ACED Office--Leave message with secretary)

Office Location & Hours: Old Georgia Power Building, **Available by appointment only**

TEXTBOOK & SOFTWARE REQUIREMENTS

Textbook KIT: Gregg College Keyboarding & Document Processing, Lessons 1-60, **Kit 1**, Word 2010, 11th Edition, 2011. Ober, Johnson, & Zimmerly. **ISBN: 978-0-07-746760-9**

- 1) The student registration code to the online **Glencoe Document Processing (GDP)** software is on a small card inside **Kit 1** and it provides access for two years. Standalone software codes are also available for purchase in case one is lost, or if you purchased a *used Kit 1*. The **ISBN for the registration code only is: 978-0-07-731944-1**.
- 2) For word processing assignments (after Lesson 20), 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>.
- 3) Storage Media: Jump drive or *other* medium (cloud) for saving your work.

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

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)

METHOD OF DELIVERY

- This class will be delivered as a Face-to-Face course, technologically enhanced using the **BlazeVIEW** (D2L) platform and **GDP** (web-based) software.
- It is the student's responsibility to visit the BlazeView site at <http://www.valdosta.edu/academics/elearning/blazeview-d2l.php> to ensure that minimum software and equipment requirements are met.
- Specialized software is required for this course. If you will be using your home computer for this course, please check to make sure your computer meets the requirements for this software.
- The instructor will provide announcements, email communications, weekly assignments, and assessments through **Learning Modules in BlazeVIEW and VSU email (Office 365)**.
- Students are asked to check BlazeVIEW announcements and VSU email several times a week.

EXAMS AND ASSIGNMENTS

1. **One Objective Exam.** Material for this exam will come from the textbook, GDP, handouts, presentations, and previous quizzes. (CO 5, 6, 8, 9, 10)
2. **Two Timed Production Tests.** Each test will be similar to documents keyed during lab assignments. These tests will be scored using a keying scale that varies accuracy and speed according to document type. (CO 1, 2, 3, 4, 5, 6, 7, 8, 9, 10).
3. **Three-Minute Timed Writings (TW).** Administered 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. Speed counts two-thirds and accuracy one-third. Consult the Scoring Table for specifics. (CO 1)
4. **Module Lab Assignments.** Complete **weekly** lab assignments (typically outside of class time) that provide drills emphasizing key reaches, language arts, proofreading, and word processing of letters, memos, tables, and reports. (CO 1, 2, 3, 4, 5, 6, 7, 8, 9, 10)

COURSE EVALUATION

Scores will be posted in BlazeVIEW. It is the student's responsibility to check the gradebook in BlazeVIEW regularly and to discuss any questions or discrepancies with the instructor no later than one week after a score is posted. The following grading structure for this course has been accepted by the ACED Department:

One objective exam	= 100
Two production tests (100 points each)	= 200
Three best timed writings (100 points each)	= 300
Weekly lab assignments	= 400
	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**

POLICIES

EXAM AND ASSIGNMENT POLICIES

- **Late Assignments/Missed Exams will NOT be accepted. A grade of Zero (0) will be issued.**
 - If you have a **SERIOUS** problem that keeps you from submitting assignments on time, please contact your instructor immediately. The following are examples of what *might* be considered as exceptions:
 - Documented widespread power or Internet outage
 - 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 (you should have a back-up plan)
 - Heavy work or course schedule and poor time management
 - Vacation
- As a safeguard, please save a copy of **all assignments** on your own media until the end of the semester.

ATTENDANCE POLICY

From the VSU Undergraduate Catalog: When students are compelled for any reason to be absent from class, they should immediately contact the instructor. **A student who misses more than 20% (9.6 hours) of the scheduled classes of a course will be subject to receiving a failing grade in the course.**

DEWAR COLLEGE OF EDUCATION POLICY STATEMENT ON PLAGIARISM

Warning: Academic integrity is taken very seriously by instructors in this department. •Do not turn in someone else's lab work as your own. •Do not allow anyone else to copy your work or borrow your jump drive! •When an assignment is marked "individual", that means you are *NOT to collaborate with classmates*. •All parties involved in this type of activity **will be held accountable**, as noted in VSU and Dewar College of Education policies. •All students are expected to do their own work and to uphold a high standard of academic ethics.

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. The **full text of Academic Honesty Policies and Procedures** is available. Please study the following consequences for acts of academic dishonesty in this course:

First Offense: The student will earn a zero for the **entire** assignment or exam, and the faculty member will complete a Valdosta State University Report of Academic Dishonesty. A copy of this form is sent to the Student Conduct Office in the Dean of Students Office.

Second Offense: The student will earn a grade of "F" for the course; additional actions taken as needed.

COMMUNICATION POLICY (outside of class)

- Some of our communication may occur in BlazeVIEW *Discussions* (especially if it is something from which the entire class can benefit. Any time that you are in BlazeVIEW, you can check to see if your instructor has BlazeVIEW open. If so, you can initiate a *Chat* invitation.
- **Most** communication will occur via email. Please send your emails through **VSU email (Office 365)**. Do not send e-mails to your instructor through BlazeView *unless directed*.

- To help ensure effective email communication throughout the semester,
 - ALWAYS include the Course# and a descriptive subject line with your email messages.
 - Use complete sentences and proper grammar in your email messages.
 - Key your full name at the end of your email message.
- If for some reason the @valdosta.edu server is down and you cannot access it to send an email message, use your BlazeVIEW email account to send a message to your instructor at srhall@valdosta.edu

- **BEHAVIOR**

All students are expected to act in a respectful manner at all times during this class. This includes acting respectfully toward other students, the professor, and any visitors to the classroom. Students who exhibit disrespectful behavior will be asked to leave the classroom. The instructor will submit a Dewar College of Education Concern Form on the student.

DRESS CODE

All ACED classes adhere to a dress code. It is our goal to assist you in developing a more professional mindset about your appearance. Therefore, extremely baggy and sagging pants, extremely short mini-skirts or shorts, athletic shorts, tank tops, undershirts (“wifebeaters”), tube tops, shirts which show cleavage or stomach, clothing with obscenities, 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.

ACCESSIBILITY 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 age, sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farber Hall. The phone numbers are **229-245-2498 (V)**, **229-375-5871 (VP)** and **229-219-1348 (TTY)**. For more information, please visit <http://www.valdosta.edu/student/disability>

STUDENT OPINION OF INSTRUCTION

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the responses until after final grade submission, they will be able to see which students have or have not completed their SOIs, and student compliance may be considered in the determination of the final course grade. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academics/academic-affairs/vp-office/sois/welcome.php>