ACED 2000-E01 Beginning Keyboarding (3 Credits)
Fall 2013--ONLINE
Valdosta State University (VSU) College of Education (COE)
Department of Adult and Career Education (ACED)

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COE Conceptual Framework Guiding Principles
(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Disposition: 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

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. Exemption test available during Early Registration (Fall and Spring).

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS
The following College of Education Conceptual Framework Standard (CFS) 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. One of the eight GEOs is addressed in this course:
GEO 3. Students will use computer and information technology when appropriate.

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)

TEXTBOOK & MEDIA

Required Text KIT: 
ISBN: 9780077356606

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

Software: MS Word 2010 on the computer where you will complete your work

1) You must have both the textbook AND the access code for this course. You may purchase a used textbook, but **you still need a new access code**.

   a. The access code to the GDP online software is available on a card in Kit 1 (above), and it provides access for 2 years. This means you can also use the same code (but not the same textbook) for ACED 2300 Intermediate Keyboarding.

   b. Standalone software codes are also available for purchase, in case (a) one is lost, or (b) you purchased a used Kit 1. The ISBN for the registration code alone is: 9780077319441, available from the publisher at [http://shop.mcgraw-hill.com/mhshop/](http://shop.mcgraw-hill.com/mhshop/)

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 the Valdosta campus have the appropriate software installed.
PROFESSOR CONTACT INFORMATION
Name: Sally Dorminey
Email: sndorminey@wiregrass.edu
Office Hrs: Varied virtual office hours (Email for appointment)

METHOD OF DELIVERY
This class will be delivered as an online course, with activities assigned over the Internet using the GoVIEW platform, GDP Keyboarding Software, and Microsoft Word 2010.

1. To access GoVIEW, you can link to it from the VSU Home Page by following these steps:
   a. Click on Current Students
   b. Click on BlazeVIEW
   c. Click on GoVIEW (bottom of the page)
   d. Or go directly to the Web address at: http://www.valdosta.edu/academics/elearning/goview.php
   e. Save the GoVIEW portal page as a favorite (bookmark this page).
2. Before logging into GoVIEW for the first time, please click on the link to:
   a. GoVIEW student resources and read the information there,
   b. Pay particular attention the link to How do I know if my computer will work with GoVIEW?
3. The instructor will provide announcements (News), readings, asynchronous discussions, email communications, and weekly assignments through Modules in GoVIEW.
4. Students are expected to check GoVIEW News and email several times a week.

COMMUNICATION POLICY
While much communication will occur in the online classroom, please don't hesitate to stop by during office hours if you are on campus, or email your professor if you have a question or problem that you would rather discuss in private. To help ensure that we can communicate effectively throughout the semester:

- Please send your emails through the email tool of your course in GoVIEW. GoVIEW 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 GoVIEW email account in case you ever need proof that a message was sent.
- As a courtesy, ALWAYS include a descriptive subject line (including the assignment number if applicable) with your email messages and sign your full name at the end of your message.
- If for some reason the GoVIEW server is down, and you cannot access it to send an email message, feel free to use your @valdosta.edu 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 GoVIEW MUST include the course number in the subject line**, the assignment number (if applicable), 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).

**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% of the scheduled classes of a course will be subject to receiving a failing grade in the course.

- For attendance purposes, students are required to access and participate in an online academic event asynchronously in GDP or GoVIEW a minimum of TWO DIFFERENT days each week.

- An “academic event” may include: posting to a discussion board, submitting homework, sending email to an instructor, taking a test or quiz, etc.

**COURSE REQUIREMENTS**

1. One **objective examination** will be administered, during the Final Exam period. Material for this exam will come from the textbook, handouts, presentations, and previous quizzes. (CO 5, 6, 8, 9, 10)

2. Two **timed production tests** will be administered during the course (see the tentative assignment schedule for dates). Each test will be similar to documents keyed for homework assignments. These tests will be scored on the basis of accuracy (two-thirds of grade) and speed (one-third of grade). The speed rate may vary with each type of test given. (CO 1, 2, 3, 4, 5, 6, 7, 8, 9, 10)

3. Three-minute **timed writings** will be 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. On timed writings, speed counts two-thirds and accuracy one-third. Consult the Scoring Table for specifics. (CO 1)

4. The student will complete **assignments** each week which will be representative of the units covered in class. At the beginning of the course, the assignments will provide drills which emphasize the new reaches learned in class; later the labs will also emphasize language arts as well as word processing of letters, memos, tables, and reports. (CO 1, 2, 3, 4, 5, 6, 7, 8, 9, 10)
COURSE EVALUATION

Some scores may appear automatically in GoVIEW after completion of a quiz or computer-graded assignment. You will receive automatic feedback from the GDP software; however, these assignments are evaluated manually by the instructor, who will post those scores in GoVIEW within a week of the end of a module. It is the student's responsibility to check the gradebook in GoVIEW at least once a week, and to discuss any questions or discrepancies with the instructor no later than one week after a score is posted.

One objective exam* at 200 points each = 200
Two production tests* at 100 points each = 200
Three best timed writings at 100 points each = 300
Weekly assignments = 300
1000 Points

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

LATE ASSIGNMENT POLICIES

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 begin assignments or to submit work. Computers and the Internet can be flakey at times, so give yourself extra time to compensate for these issues.

• 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:
  o Documented widespread power or Internet outage that also affects campus or public labs
  o Your own hospitalization or documented serious illness
  o Death in the immediate family (documented)

• The following are examples of what may NOT be considered as exceptions:
  o Problems with your home or work computer or software (have a back-up plan)
  o Heavy work or course schedule and poor time management
  o Vacation

• Late assignments that are accepted may be assessed a 50% grade penalty, before grading. These assignments are at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle other students to the same alternatives since they may not have experienced the same situation.

• As a safeguard, please save a copy of all assignments on your jump drive or other personal media until the end of the semester.

*Make-up exams are given only with the professor’s permission, which must be requested prior to the scheduled exam time; otherwise a “0” will be earned for missed 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.
ACADEMIC HONESTY POLICIES

**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 copy and paste anything from the Internet or other media **without giving full credit to the author** (in APA Style).
- 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.

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 on the Academic Affairs website ([http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml](http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml)).

The consequences for acts of academic dishonesty in the Dewar College of Education are:

**FIRST OFFENSE:**

1. The faculty member may administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member may complete a Dewar College of Education Concern Form ([http://www.valdosta.edu/colleges/education/advising/documents/concern-form.pdf](http://www.valdosta.edu/colleges/education/advising/documents/concern-form.pdf)).
3. The faculty member may complete a Valdosta State University Report of Academic Dishonesty.

**SECOND OFFENSE:**

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Dewar College of Education Concern form. The Dewar College of Education Concern Form Policy will be followed.
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty. 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.”

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 on the VSU Campus. For further information, please phone 229-245-2498 (V/VP) or 229-219-1348 (TTY) or email access@valdosta.edu.

PROFESSIONALISM

It is our goal to assist you in developing a more professional mindset about online communication. You will be expected to use proper English and grammar in all messages submitted for this course. Because we do not have the benefit of seeing facial expressions when we communicate online, it is important for you to consider the tone of each and every message to make sure it is not unkind or defamatory in any way.

VSU WITHDRAWAL POLICY

- Undergraduate VSU 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://ww2.valdosta.edu/academic/WithdrawalPolicy.shtml and read the entire policy and the FAQs.

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://ww2.valdosta.edu/academic/OnlineSOLPilotProject.shtml.
ACED 2000 Beginning Keyboarding
Evaluation of Timed Writings

STRAIGHT COPY SPEED AND ACCURACY SCORING TABLES

The ACED Department has established scoring criteria for three-minute timed writings for this course. The speed and accuracy score will be based on the **best three** 3-minute timed writings taken, and will count for 30% of your final course grade. The tables below show the standard for final speed and accuracy grades.

<table>
<thead>
<tr>
<th>SPEED SCORING TABLE</th>
<th>ACCURACY SCORING TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GWAM</td>
<td>SCORE</td>
</tr>
<tr>
<td>20</td>
<td>55</td>
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<td>21</td>
<td>57</td>
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<td>22</td>
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<td>71</td>
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<td>73</td>
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<td><strong>30</strong></td>
<td><strong>75</strong></td>
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<td>77</td>
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<td>32</td>
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<td>95</td>
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<td>41</td>
<td>97</td>
</tr>
<tr>
<td>42</td>
<td>99</td>
</tr>
<tr>
<td>43+</td>
<td>100</td>
</tr>
</tbody>
</table>

**NOTES:**

**Scoring timed writings:** Speed counts 2/3, and accuracy counts 1/3.

**Example:** If you **key 30 words per minute with a total of 4 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.
ACED 2000 Beginning Keyboarding

Production Testing Guidelines

Two timed production tests will be given on various types of activities performed in ACED 2000 related to correspondence, emails, tables, and reports. The scores on these tests account for 20% of your final course grade.

All of the tests will be graded on the basis of accuracy and production (keyboarding) speed. Accuracy will count two-thirds of the test grade, and speed will count one-third of the test grade. The following accuracy and speed scoring criteria have been established by the ACED Department:

Accuracy

Points are deducted for errors made on the tests which are left uncorrected. Points deducted for the errors are five points, three points, and one point. Some errors are considered more serious than others, as shown below:

<table>
<thead>
<tr>
<th>Major (5 point) errors</th>
<th>Moderate (3 point) errors</th>
<th>Minor (1 point) errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to follow directions</td>
<td>Capitalization, punctuation, or number-expression errors</td>
<td>Two spaces between words</td>
</tr>
<tr>
<td>All typographical and spelling errors</td>
<td>Irregular spacing around punctuation marks</td>
<td>Very uneven right margin</td>
</tr>
<tr>
<td>Grossly poor placement or format</td>
<td>Moderate deviation from good placement or format</td>
<td>Small deviation from good placement or format</td>
</tr>
<tr>
<td>Word errors (omitted, added, substituted, repeated, transposed)</td>
<td>Omitted hyphen</td>
<td>Dash which appears as a hyphen; in Word, a dash equals two hyphens (no spaces before, between, or after)</td>
</tr>
<tr>
<td></td>
<td>Omitted space between words</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Irregular indentation of paragraphs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spaces within words</td>
<td></td>
</tr>
</tbody>
</table>

Speed

Speed scores will be based on the number of minutes taken to complete the production test. A separate speed scale will be provided for each of the production tests.
### ACED 2000 Beginning Keyboarding

**Tentative Assignment Schedule**

**IMPORTANT:** See Learning Modules in GoVIEW for complete details.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Due Date By 11:00 p.m.</th>
<th>Activities</th>
<th>Points Possible</th>
<th>Your Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>August 25</td>
<td>Orientation</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>September 8</td>
<td>Units 1 &amp; 2 Keyboarding Review&lt;br&gt;The Alphabet</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>September 22</td>
<td>Units 3 &amp; 4 Keyboarding Review&lt;br&gt;Numbers and Symbols</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>October 6</td>
<td>Units 5 &amp; 6 Skillbuilding &amp; Word Processing&lt;br&gt;E-mail and Correspondence</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>October 20</td>
<td>Units 7 &amp; 8 Skillbuilding &amp; Word Processing&lt;br&gt;Reports and Tables</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>November 3</td>
<td>PRODUCTION TEST 1&lt;br&gt;Timed Writings</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>November 17</td>
<td>Units 9 &amp; 10 Skillbuilding &amp; Word Processing&lt;br&gt;Reports and Correspondence</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>November 30</td>
<td>Units 11 Skillbuilding &amp; Word Processing&lt;br&gt;Employment Documents</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Final Exam Period</td>
<td>November 30</td>
<td>PRODUCTION TEST 2&lt;br&gt;Last Chance Timed Writings&lt;br&gt;<strong>FINAL EXAM</strong> (Lessons 1-60)</td>
<td>100 300 200</td>
<td></td>
</tr>
</tbody>
</table>

**Total Points Possible** 1000

Your instructor reserves the right to change this schedule as necessary. You will be notified of any changes to the schedule online in GoVIEW.