AAS 101.501 Beginning Keyboarding
ONLINE Syllabus

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Contact me:
Office hours
By email, and appointment

Textbook & Access code:
REQUIRED each student must purchase the online access to the GDP software program and Textbook as both are necessary to do the lessons required.

| Textbook: Gregg College Keyboarding & Document Processing 11e, by Ober, Johnson, and Zimmerly, Microsoft Office Word 2010 version |

**Textbook:** Gregg College Keyboarding and Document Processing 11e
ISBN-10: 0077319362
Note: Textbook for lessons 1-120 is acceptable, but not required.

**Note:** This can be a new or used book, ordered online as used or new, or rented, or e-book. Many are available online—be careful to order the correct book. It must not be earlier editions—must be 11e.

**REQUIRED from the first class day:**
GDP/11e Online Software Access or GDP Registration Card
Note: This must be yours only. Purchase either online at GDP Web site, https://sfasu.gdp11.com or new card is sold separately in bookstores.

**NOTE:** Best price for the access card alone, if you already have book, is online at GDP (requires a credit/debit card or Pay Pal).

**NOTE:** You may begin lessons in GDP using your access code for the software program while acquiring textbook. Textbook must be acquired quickly as lessons begin immediately.

**Note:** Use of a computer without Microsoft Word, or with Word versions prior to Word 2007 will NOT be compatible when using this course’s software.
Download Word from Office 365 to your computer to use with GDP.

Mac (Apple) computers are NOT compatible with GDP document writing and GDP will NOT upload Word documents written on a Mac. Keyboard typing practice in lessons can be done on Apple products. Documents that will not upload will not receive credit for assigned work.
All work for credit will be done using the GDP Web site for the course:
https://sfasu.gdp11.com

**NEW**—Office 365—you must DOWNLOAD Word (this is an option available to you) to your computer! GDP will not upload documents from the Cloud!

Google Chrome browser is suggested as Flash Player is required for GDP and Chrome has it built in. Other browsers will require download and install of Adobe Flash Player.

Other basic computer requirements for the course are given in D2L.

- The instructions for the assignments, and further explanations are given in the modules in D2L. **This is like your classroom**, and the topics are like your **lectures**. You must read this information for a better understanding of what is required and for pointers on using the software and textbook. This is also where you will get alerts and news from me, due dates and reminders, and turn in Dropbox assignments and take your final exam.
- The **GDP** (Gregg Document Processing) **software program** will be where you write your assignments for learning to touch type the keyboard and for practice for skill improvement and take your Timed Writings. **This is like your homework and your test portfolio** where I can see and can grade your work.
- The **textbook will be your guide as to what to write** and has the instructions for each section of the lessons.

**Course Description:** The course is designed for beginning keyboarding students. Students will develop touch control of the keyboard and proper keyboarding techniques, as well as basic speed and accuracy skills. They will also be provided with opportunities to apply these skills in the formatting of letters, tables, reports, and other kinds of personal, personal-business, and business documents.

**Goals:**

1. To provide skills essential for the completion of undergraduate and graduate course work by touch typing letter, number, and symbol keys; demonstrate proper typing technique; use correct spelling and punctuation; improve skill level to 35+WPM with no more than 5 errors.

2. To enable students to be successful in their chosen careers by providing skills allowing them to communicate in a positive manner by demonstrating acceptable proofreading skills, punctuation, and grammar.

3. To correctly format correspondence, and email using appropriate word processing commands.
Objectives will be evaluated by demonstrating knowledge of touch typing skills on Timed Writings and on document processing by formatting basic business documents correctly, and by demonstration of knowledge of the preceding goals on an objective exam.

Students with documented disabilities who need course adaptations or accommodations please make an appointment with me as soon as possible.

Class Requirements

Lessons: The student MUST comply with the following for credit:

Lessons 1-20: All parts for each lesson listed on Time Management Schedule, including Skillbuilding, MAP, and Enrichments are required.

All timed writings in the lessons must be taken 2 times or more to achieve the speed and error goals—strive for few errors to get rhythm of speed with accuracy. You must continue to type until time runs out in all Timed Writings.

Lessons 21 up: As listed on the Time Management Schedule: All T.W., Skillbuilding, Language Arts, MAP, etc., and the first document formatting exercise at the end of the lesson (unless otherwise noted on the schedule). NOTE: These Documents must be corrected to zero errors to complete the lesson.

NOTE: no credit is given for incomplete lessons

Evaluations: Timed Writings for a Separate Grade must be taken on the assigned DUE dates during the times allowed. Failure to make-up a missed assignment (with approval), or to provide documentation for a missed DUE date will result in a grade of ZERO. All excused, missed evaluations must be made up promptly. Extra credit assignments are NOT an option.

Missed Evaluation: It is entirely the student’s responsibility to complete scheduled lessons, and to arrange for the make-up of a missed assignment. A student who does not do the assignment as scheduled of ANY evaluation on DUE and Grade Taken day during the allowed hours, MUST provide official, written documentation for such missed assignment before make-up of the evaluation will be permitted. Work not made up promptly will be recorded as a zero. Only a missed assignment given my approval for make-up will be allowed to be taken after the DUE date on the Time Management Schedule.
Evaluations will include:

1. **Timed Writings for a Separate Grade:**
   Scheduled 2-, 3-, and 5-minute TW for a grade—Grades are based on a combination of speed and accuracy. The assignment will be revealed in D2L on the due date and must be taken in GDP on that day between 6 a.m. and 11 p.m. There will be a designated number of attempts allowed for each of these evaluations. Students must meet speed and error limits for the assigned T.W. The assigned T.W. must be typed until the time runs out on each attempt. (The assigned Timed Writing may have been written to complete a lesson prior to the due date, but for this grade, it must be repeated as required on the due date—no prior attempt will be accepted.)

   Each of these T.W.’s will be worth 10 pts., with errors counting off 1 point each. The best attempt on the due date will be the grade recorded. If the criteria are not met, or the due date missed, the grade of zero will be recorded.

   Strive for Timed Writings to have as few errors as possible (0, 1, or 2). The sum of the points for the ten best of these eleven Timed Writings for a Separate Grade is recorded. (The lowest of the 11 grades for this evaluation will be dropped.)

   **Weight:** Sum of points is 1/4 of course grade (25%).

2. **Uploaded Lesson work:**
   Timed Writings in the lessons are required:
   - Taken no less than 2 times, one attempt must have no more than 5 errors, Type until the time runs out, Attempts should reflect the speed goal and show effort to achieve rhythm of speed and accuracy without excessive errors.
   - All parts of required lessons completed as instructed in the software program and/or the textbook.
   - Word documents required must be corrected to ZERO errors.
   - Any Dropbox assignment required must be in by due date.

   A penalty of 10 pts. will be deducted for each Lesson not fully completed.

   **Work Check #1** for Lessons 1-10, **and**
   **Work Check #2** (at the end of the semester) for assigned lessons after 10.

   **Weight:** Each Lesson Check is 1/4 (25%) of final grade.

3. **Final Exam:** Objective exam covering all lessons done in the semester.

   **Weight:** 1/4 (25%) of final grade
General Rules & Guidelines:

1) Knowing how to use D2L is required. Refer to:  
http://www.sfaonline.info/#!supportandtutorials/-c1pna

2) Following GDP directions and information for error marking, formatting, and 
software procedures as explained in both the textbook and in D2L is required.

3) *Notification of an illness, or emergency that requires missing one class 
assignment with timed parameters should be emailed to me at,  
smithmolly1@sfasu.edu

4) Notification does not guarantee make-up allowed for missed assignment. 
Network connection problems, inability to upload work to GDP, computer failure 
and other technical difficulties may not constitute an excused reason for missing 
a due date. Online courses carry some risk of technical difficulties which may not 
be excused. A missed assignment is recorded as a zero.

5) All D2L module topics must be read or viewed. This is on each student’s Report 
in D2L showing time spent and dates of entering topics of modules.

6) All exercises MUST be saved AND documents scored. Document Processing 
exercises that have not been scored will be considered not done. In addition, any 
Document Processing exercise must be edited and all errors corrected, or the 
entire LESSON will be considered not completed. All work must be uploaded to 
the GDP “my GDP” to receive credit for the work.

7) The software is online and is accessed on the Web. All lessons can be self- 
paced, but the schedule provided is a time management tool to prepare a student 
for the forthcoming due and grade taken date. The deadlines for lesson 
completion 1-10 and final lesson check are rigid, and late completion is not an 
option. Points are deducted for incomplete lessons, and a lesson is not complete 
unless all parts required in the lesson are finished, timed writings are done 
correctly, and documents corrected for errors.

8) Students must take care to upload the work completed in GDP to receive credit 
for the work. Lesson work lost due to malfunction of computer, internet 
connection, or storage device will result in repeating the lesson work for credit. 
Check your my GDP for proper upload of lessons. If I cannot see it there, I 
cannot give credit for the work in the lesson.

9) Evaluation due dates and time restraints are not flexible. Computer malfunction 
and other technical issues cannot excuse missed due dates. Allow ample time for 
checking connections, etc. before beginning a timed assignment.
**NOTE**: This is a course with proven results. Practice and study commensurate with a 3 hour course are required to achieve results. Lessons are designed to improve speed and accuracy and completion of the lessons and special software features help ensure success. All MAP exercises are designed to diagnose and offer corrective practice to address the student’s deficiency. These directions must be followed. Three attempts minimum for each of these instructions in GDP.

Class instruction may also concern expectations for appropriate dress and decorum one would expect for work and casual workplace situations, as well as electronic communication propriety, personal workplace communication, customer interaction both electronic and face-to-face, organizing resume information, interview performance, etc.

Proper position at the computer station should be observed as these portray professional attitude and healthful routines. This is demonstrated in the textbook, *Introduction to the Student*.

**Student Academic Dishonesty Alerts**

Any attempt to manipulate the keyboarding software or data in order to receive credit for work not actually done or to receive a higher grade than appropriate can result in a failing grade for the semester. This GDP program has built-in security to avoid substitutions of one person’s work for another. These error messages make the work unacceptable for any credit. Work cut and pasted, uploaded from a flash drive or other such device, moved from an email or previous document, or other dishonesty, can trigger an Academic Dishonesty Alert and can result in a grade of zero. Students receiving “Academic Dishonesty Alert” on their work will be notified in their *my GDP* portfolio to the left of the submitted work.

**Academic Integrity**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating. (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source such as another student’s work; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.
Withheld grades:

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

***NOTE:  All students must complete the course evaluation through My SFA at the end of the semester.