AAS 101.501
College Keyboarding & Document Processing
ONLINE Syllabus

Instructor: Mrs. Molly Smith
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Contact me: Office hours
By email, and appointment

*Textbooks: REQUIRED from the first class day (each student must have the online registration card; Textbook and Manual are necessary to do the lessons completely):


note: Textbook for lessons 1-120 is acceptable, but not required.
and

Note: These can be new or used books, ordered online as used or new or rented, or e-books. Many are available online—be careful to order the correct books. They may not be earlier editions—must be Word 2010 and 11e.

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

NOTE: best price when buying new: text, manual, and card
Kit: ISBN 9780077356606
Best price for the access card alone, if you already have books, is online at GDP (requires a credit/debit card or Pay Pal). NOTE: You may begin lessons in GDP using your access code while acquiring textbooks.

Note: Use of a computer without Microsoft Word, or with Word versions prior to Word 2007 will NOT be compatible for the documents (required to pass the course) that are written using this course’s software; however, the keyboard practice portion of the lessons can be done in GDP.

Mac (Apple) computers are NOT compatible with GDP document writing. Keyboard typing practice in lessons can be done on Apple products.
GDP Web site for the course: (Requires a registration number to enter the lessons.)
https://sfasu.gdp11.com

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, email, reports, and tables 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 various 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 complete the following:

Lessons 1-24: All required parts for each lesson as listed on Time Management Schedule, including Skillbuilding and MAP.
All timed writings in the lessons must be taken at least 2 times with one attempt having no more than 5 errors—strive for few errors. Type until time runs out in Timed Writings.

Lessons 24 up: As scheduled: All Skillbuilding, Language Arts, MAP, and the first document formatting exercise (unless otherwise noted on the schedule), and all parts in the Manual for the corresponding lesson.
At the end of each lesson, always do: The FIRST document (unless otherwise noted in the schedule) under the "Document Processing" section in each lesson in the textbook after completion of the Manual instruction for that lesson.
Documents must be corrected to zero errors to complete the lesson.
NOTE: no credit is given for incomplete lessons

Evaluations: Exams, progress tests, and timed writings must be taken on the assigned DUE dates during the time allowed. Failure to make-up an exam 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 test or timed writing. A student who does not do the assignment as scheduled of ANY evaluation (Timed Writing, Objective Exam, Progress Test, etc.) 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 of the Time Management Schedule.

Evaluations will include:

1. **Timed Writings**--Scheduled 2-, 3-, and 5-minute TW for a grade--Grades are based on a combination of speed and accuracy. Each timed writing will have a base speed (a minimum speed that the student must strive to attain). In addition, there will be a penalty for each keystroke error of 5 points per error. **The best attempt for Graded Timed Writings on specific dates must have 5 errors or less, otherwise the grade is zero.** The goal for these graded Timed Writings is as few errors as possible (0, 1, or 2). DUE dates for Timed Writings #1-6 are on Time Management Schedule. The assignment will be revealed on each due date and will be open from 7 a.m. until 11 p.m. (due by 11 p.m.). Best five of these six **Timed Writings are averaged together.**
   **Weight:** Average is 1/5 of final grade.

2. **Production Tests Ave.:** Keyboarding and document processing of letters, reports, and tables. Grades will be based on the accuracy of student's touch typing, proofreading, as well as the ability to follow all formatting and document processing guidelines for such documents. Test average of below 60 will result in an “F” for the course regardless of the other grades. **DUE dates for Tests #1- #4 are not flexible** (see Time Management Schedule). The assignment will be revealed on the due date, only one attempt allowed, time limit is imposed.
   **Weight:** Average of Production Tests # 1, # 2, # 3 and # 4 is 1/5 of final grade and must be 60 or above to receive a passing grade for the course.

3. **Uploaded work:** Grades will be based on the completion of the required Lessons and all exercises they contain as directed on the Time Management Schedule, Timed Writings in the lessons completed as required, and all documents and Production Test errors corrected. A penalty of 3 pts. will be assessed for each Lesson not fully completed.
   **Work Check #1 for Lessons 1-20, and Work Check # 2 at the end of the semester for all assigned lessons**
   **Weight:** Each Lesson Check is 1/5 of final grade.

4. **Final Exam:** Objective exam covering all lessons done in the semester.
**Weight: 1/5 of final grade**

**Rules & Guidelines:**

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

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

3) Notification does not guarantee make-up allowed for missed assignment. Missed assignment is recorded as a zero.

4) All exercises **MUST be saved AND 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 site to receive credit for the work.**

5) 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 test over formatting and information. *The deadlines for lesson completion 1-20 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 of the lesson are finished, timed writings are done correctly, and documents corrected for errors.

6) Students must take care to upload the work completed in GDP to receive credit for the work. Work lost due to malfunction of computer, internet connection, or storage device will result in repeating those lessons for credit. Check My GDP for proper upload of lessons. If I cannot see it, I cannot give credit for the work.

7) Evaluation due dates and time restraints are not flexible. Computer malfunction and other technical issues cannot excuse missed exams. Contact me on email at smithmolly1@sfasu.edu
   Office phone number: 936.468.6105

**NOTE:** This is an intense 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.

Class discussion and instruction will 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*.

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 will result in a failing grade for the semester. This 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 or uploaded from a flash drive or other such device can trigger an *Academic Dishonesty Alert* and can result in a failing grade. Students receiving “Academic Dishonesty Alert” on their work will be notified of such by me.

**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.***