**VALENCIACOLLEGE**

Office & Medical Administration

**OST 1100C Keyboarding and Document Processing l**

**Course Syllabus CRN 23927**

**ONLINE FORMAT**

Spring 2024 Osceola Campus

(Subject to Change)

**INSTRUCTOR:** Julie Lux, MA Ed. @ jlux@valenciacollege.edu

**OFFICE HOURS:** By appointment Online and/or via ZOOM

**EMAIL:** It is recommended and strongly encouraged to correspond by **Canvas Messages** as this identifies you in what class you are taking.

**CLASS MEETING**

**ROOM AND TIME:**  **Online** in Canvas

**COURSE DESCRIPTION:** KEYBOARDING AND DOCUMENT PROCESSING I Students will develop touch control of the keyboard and proper keyboarding techniques to build basic speed and accuracy. Practice will be provided in applying basic skills to formatting e-mails, reports, letters, memos, tables, and other personal and business communications. For students with little or no keyboarding experience. (Special Fee: $59.00)

**CREDIT HOURS:**  3 credit hours

**PREREQUISITES:** None

**TOPICS/AREAS COVERED: \***

1. Operating the entire keyboard by touch.
2. Developing keyboarding speed and accuracy (See three-minute Timed Writing grading scale.)
3. Acquiring good work habits and keying posture/techniques for skill development.
4. Understanding how word processing software functions to format production assignments.
5. Following written directions in textbook assignments.
6. Sharpening language art skills.
7. Centering tables horizontally and vertically.
8. Preparing:
9. Business and personal business letters and envelopes.
10. One-page reports, enumerations, and bibliographies.
11. Tables with column headings.
12. Memoranda on plain paper.
13. Two-page reports with footnotes/endnotes.
14. Job application papers.

\*These may be covered as discrete topics and/or integrated with other areas in an order, which is at the discretion of the professor. This topic knowledge is the minimum level of a grade of D or better. These and other topics may be expanded or elaborated at the discretion of the individual professor and are in no way intended to be comprehensive or all-inclusive.

**LEARNING OUTCOMES:** Students will learn to -

* Master the touch method by keying in letter, number, and symbol drills on a keyboard.
* Increase speed and accuracy by completing practice drills using letters, numbers & symbols.
* Create business letters, envelopes, reports, and tables using word processing software.

**First Day of Classes for Spring Term beginning January 8, 2024**

Course Dates: January 8 – April 25, 2024

No Show Reporting Period January 18-27, 2024

College Closed January 15, February 9, March 18-24, 2024

Withdrawal Deadline for “W” grade March 15, 2024

Final Exams Week April 22-25, 2024

**VALENCIA STUDENT COMPETENCIES:** <http://valenciacollege.edu/competencies>

The faculty of Valencia College have established four Core Competencies that describe the learning outcomes for a Valencia graduate. They are: Think, Value, Act, Communicate. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry. Use the descriptions and examples of academic work for each to measure your own learning outcomes. Samples of academic work are great additions to your Learning Portfolio.

**EDUCATIONAL MATERIALS:**



**TEXT** & **MATERIALS:** **"GREGG COLLEGE KYBD & DP GDP11 MS WORD2016 KIT 1 (Lessons 1 – 60)" ISBN: 9781259986826**

**IT IS STRONGLY SUGGESTED THAT YOU PURCHASE THE HARD COPY TEXT WITH GDP ACCESS FROM THE BOOKSTORE.**

**VERY IMPORTANT: The course name is OST 1100C CRN 23927 LUX Spring 2024**. This is where you will submit your homework. Be very careful that you login to the correct course. If you accidentally register into another Instructor’s course, I will not be able to view your work. When logging in the first time, the password is ost1100.You may or may not need this.

REMINDER: **All textbooks and other course materials must be ordered online.** If you haven't already purchased them this term, learn how to order your textbooks and course materials at  <https://www.valenciabookstores.com/buy_textbooks.asp>

When ordering, you may choose FREE shipping to your home or one of the VC Vault locations. If you choose to ship your order to a VC Vault, please pick up your order within 3 days of delivery.

**EVALUATION – Tests and Assignments:** During the session, there may be scheduled quizzes, assignments, projects, online discussions, or postings, etc. These are to be completed during the assigned week and/or dates when assigned. There may also be unscheduled tests on reading materials at the discretion of the instructor. If a student is absent, it is his/her responsibility to return to class prepared and/or log in online ready for any unscheduled or scheduled work.

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# GRADING: THREE-MINUTE TIMED WRITING SCALE:

|  |  |  |
| --- | --- | --- |
| **Part 2** | **Part 3** | **Possible Points** |
| Error Limit 3 | Error Limit 3  | **Final Exam 15%** |
| **40** wam = **90 A**41 = 9142 = 9243 = 9344 = 9445 = 9546 = 9647 = 9748 = 9849 = 99  | **50** wam = **90 A**51 = 9152 = 9253 = 9354 = 9455 = 9556 = 9657 = 9758 = 9859 = 99  | **Part 1 Objective Test 15%****Progress Checks 15%****Timed Writings** **(3 best) 15%** |
| **35** wam = **80 B**36 = 8237 = 8438 = 8639 = 88  | **45** wam = **80 B**46 = 8247 = 8448 = 8649 = 88  | **Part 2 Outcomes Assessment Test 15%****Part 3 Outcomes Assessment Test 15%** |
| **28** wam = **70 C**29 = 7230 = 7431 = 7632 = 7733 = 7834 = 79  | **38** wam = **70 C**39 = 7240 = 7441 = 7642 = 7743 = 7844 = 79 | **Lessons 5%****Attendance 5%** |
| **21** wam = **60 D**22 = 6223 = 6424 = 6625 = 6726 = 6827 = 69  | **31** wam = **60 D**32 = 6233 = 6434 = 6635 = 6736 = 6837 = 69  | **TOTAL 100%****A = 90-100** **B = 80-89** **C = 70-79** **D = 60-69****F = 0-59**  |
| **20 wam and below** = **F**  | **30 wam and below = F** |  |

The assignments and due dates for homework are listed on the assignment sheet. You should be aware of and follow the due dates. Homework submitted after the due date may not be accepted or graded. All homework will be completed at **valenciaonline.gdp11.com**. Please enable POPUPS for this course. **Microsoft** **Edge is the browser of preference for GDP**.

All work must be completed on time or preferably early during the week assigned. **The Due** **Dates will generally fall on a Sunday night.**

All students will be required to complete all assignments within each chapter. Assignments are located toward the end of the course syllabus and in GDP (the keyboarding program). Please note that if work is not submitted by the deadline due date, you will earn reduced points if submitted later. Please do not fall behind and when you follow the Syllabus and/or Modules in Canvas, the course will run smoothly for you.

**The final exam will be an objective test. No books, notes, or any aids are allowed with this final exam. \*NOTE**: The final examination in this course is **MANDATORY**.  Any student not completing the final exam will receive a grade of F for the course. **The MANDATORY Final Exam will be held during April 22-25, 2024.** *Please note: If the student has problems with their computer and/or software at home or work, the computer labs at the college may be utilized during lab hours to complete chapter assignments, homework, projects, etc. Problems such as these will not serve as an excuse to turn in late work or request an extension or withdrawal from the course.*

**Make-up work** (assignments, quizzes, exams) will be allowed in cases of documented student

emergencies. For student emergencies, it is the student’s responsibility to contact the instructor and provide documentation within one week unless special arrangements have been made previously. \*NOTE: College policy requires that students take the final exam at the scheduled examination time. Failure to do so will result in a failing grade for the course unless arrangements have been made for a make-up exam in accordance with college policy.

**\*\*\*ATTENDANCE POLICY:** Valencia's attendance policy is that a student will be present for all on campus class meetings; hence, punctual, and regular attendance is expected.

For an **online course**, which means logging into the Discussion Board, Emails, etc. and/or submitting assignments or Attendance Quizzes due by the determined DUE DATE. This must be during the assigned week as it stands for attendance during that week only and cannot be made up. You will be responsible for taking a Syllabus Quiz for Weekly Attendance.

Students with more than 3 absences may be withdrawn, and for a face-to-face course, 3 tardies equal 1 absence.

**WITHDRAWAL POLICY:** A student may withdraw at any time before **March 15, 2024**, by filing a withdrawal form in the Admissions Office and receive a W for a grade or in submitting online through Atlas. **Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals,** a student who withdraws from class before the withdrawal deadline of **March 15, 2024,** will receive a grade of “W.” Note that a student is not permitted to withdraw after the withdrawal deadline. Important: Students who stay in the class after this deadline are responsible for completing all the work required for the course, e.g., homework, projects, tests, etc. If you choose to stop coming to the class after the Withdrawal deadline, you will be held responsible for all work missed, including the final. Any work which is not completed by the appropriate deadline will receive a zero. Hence, the final grade for the course will be determined by taking into consideration the points obtained by work which was turned in and the zeroes given to work which was not turned in on time. Students can still be withdrawn by the college for violations of the college’s code of conduct policies. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”

**Final course grades of "A," "B," "C," "D," or "F" shall be assigned based upon the student's academic achievement upon the completion of all course work, including the required final examination. A student who fails to take the required final examination will receive a final course grade of “F” unless the professor elects to assign the student a grade of "I" or as otherwise addressed in the Professor's course syllabus. However, to earn an I as your Final Grade, you must complete at least 80% of the course assignments and take the Final Exam.**

**Even though this is an online class in Canvas, participation is still required.** It is expected that you log in to Canvas at least once daily during the week. I expect ALL students to participate on the course bulletin board and to read all announcements, emails, etc. and submit all required online assignments by the due date. (Failure to submit an assignment, discussion posting, quiz and/or exam will result in a “0”.) **\*\*\*Important:** There will be quizzes and/or discussions in Canvas that are mandatory to complete to satisfy Weekly Attendance. **SEE ATTENDANCE POLICY.**

**DISRUPTIVE BEHAVIOR:** Any student engaged in disruptive behavior will be advised for the first offense and will be dropped from the course in the second offense.

**ACADEMIC HONESTY:** Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the College.

* All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged and cited.
* Note that Canvas includes “Safe Assign,” which is a plagiarism prevention tool. This will disclose unoriginal content in a student report, assignment and/or project. All projects, assignments and or papers will be checked with Safe Assign, which compares all submitted papers against the Internet, ProQuest Research Database Articles, Institutional Submissions from Valencia, and/or other colleges, in addition to the Global Reference Database.
* When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.
* Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the College.
* The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 Student Academic Grievances or 6Hx28:10-15 Student Rights of Appeal of Administrative Decisions as determined by the nature of the action taken.
* Thus, students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

**EXPECTED STUDENT CONDUCT:** Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**OFFICE FOR STUDENT DISABILITIES:** Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodation based on appropriate documentation of disabilities.

**Technique for Online Classes:**

* Additionally, research has shown that students who are highly self-directed and manage their time well are more likely to succeed using these delivery methods.
* Online courses can be time intensive. Varying keyboard skill rates can impact the amount of time students spend completing course work online. It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting distance learning courses.
* Resources to assist students in determining readiness for online courses may be found at

<http://valenciacollege.edu/oit/ltad/StudentResources/tutorials>.

* Since this is an online course, all your learning will take place when you read the book, do the required assignments, refer to the online content in Canvas, and communicate with the class over the Internet via your online classroom in Canvas.

Course Schedule and or Assignments may be subject to change by discretion of instructor. It is the students’ responsibility to remain informed of any changes and/or additions throughout the term of the course. Information will be communicated by Canvas. It is imperative that you check your Canvas email regularly (preferably each day) for an update or as additional information required for an assignment, project, class presentation, etc. Note that the Announcements section in addition to the Discussion Board needs to be monitored at least more than once a week by each student.

Print out a copy of the course syllabus and course assignments so that you may have the information to refer to. Not logging in to course regularly resulting in missed assignments will NOT be an excuse for not turning in an assignment, chapter test(s) or project, etc. and the grade will result in “0.”

**Note to International Students (F-1 or J-1 Visa):** Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s International Student Services:< <http://valenciacollege.edu/international/>> office for more information.

**Statement of Support for Students with Food/Housing/Financial Needs:** Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the Advising Center <<https://valenciacollege.edu/students/advising-counseling/>> for information about resources that may be available from the college or community.

**COMPUTER/EQUIPMENT USE POLICY:** Plan to spend from four to six hours per week or more on the computer in addition to the class time. This is homework time needed to complete the assignments. Check with the Business Labs in Building 3 for the hours. Users are welcome to use the lab/computer often. If you are visiting one of the other campuses at East, West,

Lake Nona, or Winter Park, you need to contact their office for the scheduled lab hours. Use of computers in the Business labs and classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

* Use of computer to send E-mail or access Internet sites not specifically assigned in class or use of a computer for job, internship, homework, or other activities not assigned in class.
* Modifying any hardware or software system configuration or setting.
* Activities not in accordance with the Valencia Student Code of Conduct are prohibited.

The use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above. Note that computer use will be remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offenses may be sent to the campus administration for further disciplinary action.

**CLASSROOM POLICIES FOR CLASSES AND/OR LAB ON CAMPUS:**

* Absolutely NO Food and drinks are allowed in the classrooms, computer labs and/or lab. **College policy also indicates that NO children are allowed in classrooms, in the lab or college library at any time.**
* Always carry your student ID and schedule as you may be asked to show verification that you are a Valencia student.
* Always check the computer and/or your desk area before leaving. Clean up your desk area and please push your chair in upon leaving. We need to keep our classroom clean.
* When utilizing the lab, the instructor or the lab assistant staff are not responsible for lost or left items such as flash or usb drives, keys, cell phones, etc. If an item is found, it will be brought to the campus Security Office in “Lost and Found.”

**“NO SHOW” STATUS”:** Class attendance is required beginning with the first-class meeting. For an online class, which means “logging in” as instructed whether completing a posting in the Discussion Board/and or sending an email to instructor as assigned. If you do not attend the first-class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a “W” will appear on your transcript for the course.

**As a student of this course, it is your responsibility to read and comply with ALL posted announcements, discussions, and/or email in Canvas.**

**Canvas Technical Support** <https://cases.canvaslms.com/liveagentchat?chattype=student>

**STUDENT RESOURCES WEBSITE:** You have access to a wide range of college-wide resources available to help you be successful while working online. Visit <http://valenciacc.edu/oit/ltad/StudentResources>

**VALENCIA I.D. CARDS:** Valencia I.D. cards are required to use the LRC, (Library) Testing Center, and for other services on campus. Cards are free and can be obtained in the Security Office at each campus.

**DISCLAIMER:** Changes in the syllabus and schedule may be made at any time during the term by announcement of the professor. A revised syllabus may be issued at the discretion of the professor.For online courses, participation online is required whether by responding to the Discussion Board, completion of assigned online activities, posting of assignments and/or response to email, etc. It is important that ALL online students respond to required postings to discussions, emails, assignments, tests, quizzes, etc.

**MISCELLANEOUS:** Work efficiently to save time. Complete your lesson assignments weekly by schedule and on time. **It is very important to complete your work on time, and not fall behind on your typing assignments**.

1. Attend class regularly or for an online class and/or hybrid class, log in regularly. It is suggested at least twice a week or more. Do not procrastinate. Regular attendance and regular application constitute the two most significant factors to promote success.
2. Plan to use the Business Lab or set aside time for homework a minimum of one hour per day or set aside some time at home. Expect to spend additional practice time as needed to keep up with the schedule set by your professor. This is equivalent to homework in any course.
3. Correct keyboarding techniques are essential. Follow the basic techniques listed below:
4. Sit behind letter j. Sit hand-width (fingers spread) away from the front of keyboard.
5. Keep feet on floor--separated 6 inches and one ahead of the other.
6. Hands cupped; fingers curved with Elbows relaxed--near body.
7. Sit back in chair and lean slightly forward.
8. Keep your wrists low, but clear of the computer frame.
9. Relax neck and shoulders; keep shoulders motionless.
10. Keep your eyes on the copy.

**STUDENT ASSISTANCE PROGRAM:** Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available. How prepared you are to face the daily events in your life affects how successful you are both personally and professionally. <https://valencia.personaladvantage.com/gateway.jsp?SingleSignIn:refid=10393936>

**Academic Resources** - We want you to stay connected to the latest academic resources we have available for you during this transitional time. **Online Tutoring Services:** In response to COVID-19, Valencia’s tutoring services have moved online and are now being offered for accounting & economics, computer programming, math, EAP and foreign languages, science, writing, and more!  To get started, visit <https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794> and self-enroll in the tutoring courses in Canvas.  This is where you will access the links to live tutoring (via Zoom), as well as the schedule of tutors, times, services, and additional topics through Smarthinking.

* **Quick Start Library Guide:** Use this handy guide to learn about and gain access to all the library resources from home or on-the-go.  Visit [http://libguides.valenciacollege.edu/quickstartlibraryguide](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.valenciacollege.edu%2Fquickstartlibraryguide&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254130557&sdata=1lBiWYTcYLPj5EsH%2FYY7hgu6uicnf%2F3tiDTzvy9Ca1c%3D&reserved=0) to get started!
* **Keep Learning:** Visit [https://valenciacollege.edu/students/online/keep-learning/](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fonline%2Fkeep-learning%2F&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254130557&sdata=f9Xb%2B62LE5nLm6Rna5aNHtU2Hm8M8bwvhba3kXij8sI%3D&reserved=0) if you are still unable to find what you are looking for, please visit our Keep Learning webpage to get information on a wide range of resources and online learning tips.

# BOOK STORE:

# Visit the Valencia Campus Store website for more information and online ordering:

<https://valenciacollege.edu/students/campus-store/>onlineorder@valenciacollege.edu

**Enrollment services:**

* Call: 407-582-1507
* Email: enrollment@valenciacollege.edu
* Hours
* Mon-Thurs: 8AM-8PM

**Academic Advising:**

* Call: 407-582-1507
* Email: advising@valenciacollege.edu
* Link to “chat” [https://valenciacollege.edu/students/advising-counseling/](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2F&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254140551&sdata=OvdiCtoyYYu6J8QvcOPaTCM8duAJ58ZIgQTVS9G4Cuc%3D&reserved=0)
* Hours
* Mon-Fri: 7AM–10PM
* Sat and Sun: - 10AM–10PM

**Virtual Answer Center:**

* [Zoom Link to Virtual Answer Center](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.zoom.us%2Fj%2F114067187%3Fstatus%3Dsuccess&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254140551&sdata=%2Fj00R6LHT2GXTmzlYTFEm1sWv%2FJrfT6J9YAweyViDk8%3D&reserved=0)
* [Website](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fanswer-center%2F&data=02%7C01%7Cjlux%40valenciacollege.edu%7C6f3a1ef80dbf42c1e3d208d7edee940d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637239481254150548&sdata=5US3TAz5E9DAA3MO1txOdMyFhtZQEfIXod2EOe3qzSc%3D&reserved=0) for Virtual Answer Center
* Fri: 8AM-5PM
* Sat and Sun: - 10AM-3PM

**Counseling Services:**

* M-Th 8AM-8PM
* Friday 8AM-5PM
* Sat/Sun 10AM-3PM

**Financial Aid:**

* Contact FinAidOffice@valenciacollege.edu for their financial aid questions, as well as for potential assistance with financial support.

**Student Illness Syllabus Statement:** If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.

**Learning Support Statement:**

Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course.  Assistance with library research can be accessed online through Atlas or the tutoring LibGuide.  For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Cjlux%40valenciacollege.edu%7Ca985716f71514ba51bd508d95e921be6%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637644803900284647%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=dClzFiIAfOfpTCddmfQHKaR4A3yXbUExojFP0%2FSjVY4%3D&reserved=0)

**Please note**: Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia’s students.  This service is best used as a back-up to Valencia’s Distance Tutoring service, not as a replacement.  Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Cjlux%40valenciacollege.edu%7Ca985716f71514ba51bd508d95e921be6%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637644803900294638%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=JIwfxLrs%2Bd8CgM0f2hvvzwdkLNFefN54fQkgtYnBbks%3D&reserved=0)

**Hours of Operation:**

**Monday-Friday: 8 am – 10 pm**

**Saturday & Sunday: 9 am – 7 pm**

**ONLINE TOOLS:** As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, PowerPoint, etc.) free for personal use. You can learn more about accessing these applications in Atlas, on the “My Atlas” tab, right hand column under “Microsoft Office for Personal Use.”

### **Florida House Bill 233 – INTELLECTUAL FREEDOM AND VIEWPOINT DIVERSITY:**

### Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College’s Student Code of Conduct.

**WEEKLY DATES FOR Spring, 2024**

**January 8 – April 25, 2024**

**Week 1** – 1/8 – 1/14/2024 **INTRODUCTORY DISCUSSION**

***1/15/2024 – COLLEGE CLOSED***

**Week 2** – 1/16 – 1/21/2024 \***Syllabus Quizzes for Weekly Attendance starts this week**

**Week 3** – 1/22 – 1/28/2024

**Week 4** – 1/29 – 2/4/2024

**Week 5** – 2/5 – 2/11/2024

**Week 6** – 2/12 – 2/18/2024

**Week 7** – 2/19 – 2/25/2024

**Week 8** – 2/26 – 3/3/2024

**Week 9** – 3/4 – 3/10/2024

**Week 10** – 3/11 – 3/17/2024

**Week 11** – ***3/18 – 3/24/2024 – SPRING BREAK***

**Week 12** – 3/25 – 3/31/2024

**Week 13** – 4/1 – 4/7/2024

**Week 14** – 4/8 – 4/14/2024

**Week 15** – 4/15 – 4/21/2024

**Week 16** – **4/22 – 4/25** – **FINAL EXAM**

\***Syllabus Quizzes for Weekly Attendance starts this week**

**Course Schedule of Assignments**

**Homework is submitted to** <https://valenciaonline.gdp11.com>

**VERY IMPORTANT: The course name in GDP (the Keyboarding Program) is**

**OST 1100C CRN 23927 LUX spring 2024**. Be very careful that you login to the correct course **and not another Instructor’s. I will not be able to view your work in another Instructor’s course. First log in password is ost1100. You may or may not need this. This is NOT the Access Code to GDP, as that will accompany your textbook. You will complete all of Lessons 1-50 as well as the other items included below.**

**(THE BEST SUGGESTION THAT I CAN OFFER YOU IS TO NOT FALL BEHIND AND FOLLOW THE SCHEDULE BELOW AND/OR THE MODULES IN CANVAS)**

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| **Start**  | **Lesson**  | **GOAL**  |
| **Week 1****1/8** | 1-5  | Home Keys, Space Bar, Enter, Backspace, E, N, T, O, R, H, I, Left Shift, period, B, U, C **Complete the INTRODUCTORY DISCUSSION in Canvas****DUE: 1/14** |
| ***1/15/2024 – COLLEGE CLOSED*** |
| **Week 2****1/16**  | 6-10  | Right Shift, W, M, X, P, Tab, Q, comma, G, V, Y Z **Take the SYLLABUS QUIZ in Canvas****DUE: 1/21/2024** |
| **Week 3****1/22** | 11-15  | Hyphen (-), 2, 9, 8, 5, apostrophe, 4,7, colon, 6, 3, slash – **Take the SYLLABUS QUIZ in Canvas****DUE: 1/28** |
| **Week 4****1/29** | 16-20  | &, $, 0, 1, ?, @ %, ( ) #, “, !, \* Review **Take the SYLLABUS QUIZ in Canvas****DUE: 2/4** |
| **Week 5****2/5** | Ten-Key | Complete **all** Ten-Key Numeric Pad Lessons**Take the SYLLABUS QUIZ in Canvas****DUE: 2/11** |
| **Week 6****2/12** | **PART 1 OBJECTIVE TEST (50 Questions on Lessons 1-20)—Study Sheet is in Canvas. Test is found in GDP after Lesson 20 (YOU MUST CLICK ON END TEST)****Take the SYLLABUS QUIZ in Canvas** **DUE: 2/18**  |
| **Week 7****2/19** | 21-25  | IT IS VERY IMPORTANT AT THIS TIME TO MAKE SURE THAT YOU CAN SAVE DOCUMENTS TO YOUR COMPUTER FROM GDP TO SUBMIT THEM IN GDP. IF YOU CANNOT, PLEASE CONTACT MCGRAW-HILL FOR ASSISTANCE. 800-331-5094 You may need to use a different computer to the one you have. There are several computer labs on campus to help.YOU WILL BE ALLOWED 3 OR LESS ERRORS ON EACH DOCUMENT. |
| Correspondence 25-1 (begin using the small book that accompanied the text, or in GDP, click on the Word Manual & Reference Manual on the top right of the home page.)**TAKE SUPPLEMENTARY TIMED WRITING 1****Take the SYLLABUS QUIZ in Canvas****DUE: 2/25** |
| **Week 8****2/26** | 26-30 | Correspondence 26-3, 27-8, 28-9, 28-10, 29-14, 30-17 **Progress Check 1, Correspondence 30-19 – (For reference, access the small manual on page R-3 for Business Letter in Block Style)****TAKE SUPPLEMENTARY TIMED WRITING 2****Take the SYLLABUS QUIZ in Canvas****DUE: 3/3** |
| **Week 9****3/4** | 31-35  | Report 31-1, 32-3, 33-5, 34-7, 35-9**Progress Check 2, Business Report 35-10 - (For reference, access the small manual on page R-9 for Business Report)****TAKE SUPPLEMENTARY TIMED WRITING 3** **Take the SYLLABUS QUIZ in Canvas****DUE: 3/10** |
| **Week 10****3/11** | 36-40 | Table 36-1, 36-2, 37-5, 38-8, 39-12, Report 40-11, Correspondence 40-20 **Progress Check 3, Ruled Table 40-15 - (For reference, access the small manual on page R-13 for Ruled Table)****TAKE SUPPLEMENTARY TIMED WRITING 4** **Take the SYLLABUS QUIZ in Canvas****DUE: 3/17** |
| **Week 11** | ***3/18 - 3/24/2024 – SPRING BREAK*** |
| **Week 12****3/25** | **PART 2 OUTCOMES TEST (on Pages 147& 148 in the textbook.)** **See the Modules for Instructions in Canvas****You will complete 2-12, 2-16, and 2-21 and upload the documents to GDP****(For reference, access the small manual for 2-12 on page R-8 for Academic Report, for** **2-16 on page R-13 for Ruled Table, and for 2-21 on page R-3 for Business Letter in Block Style)** **Take the SYLLABUS QUIZ in Canvas****DUE: 3/31** |
| **Week 13****4/1** | 41-45 | Correspondence 41-22, 42-24, 43-27, 44-30, 45-32 **Progress Check 4, Business Letter in Modified-Block Style 45-34 - (For reference, access the small manual on page R-3 for Business Letter in Modified Block Style)****TAKE SUPPLEMENTARY TIMED WRITING 5—Second Speed Requirement** **(Part 3) will be used for Timings 5, 6 and 7.** **Take the SYLLABUS QUIZ in Canvas****DUE: 4/7** |
| **Week 14****4/8** | 46-50 | Report 46-13, 47-15, 48-17, 49-19, 50-22, 50-23 **Progress Check 5, Left-Bound Business Report 50-25 - (For reference, access the small manual on page R-9 for Left-Bound Business Report)****TAKE SUPPLEMENTARY TIMED WRITING 6****Take the SYLLABUS QUIZ in Canvas****DUE: 4/14** |
| **Week 15****4/15** | **PART 3** **Outcomes** **Test (on Pages 229-231 in the textbook.) See the Modules for Instructions in Canvas****You will complete 3-33, 3-53, and 3-54 and upload the documents to GDP** **(For reference, access the small manual for 3-33 on page R-8 for Business Report, for** **3-53 on page R-3 for Business Letter in Block Style, and for 3-54 on page R-5 for E-Mail Message)****TAKE SUPPLEMENTARY TIMED WRITING 7** **Access the Study Sheet in Canvas under the Modules to study for the Final Exam (Part 2 Objective Test)** **Take the SYLLABUS QUIZ in Canvas****DUE: 4/21 - *(All assignments are due on 4/21/2024)***  |
| **Week 16****4/22** | **4/22 – 4/25/2024 — Part 2 Objective Test = FINAL EXAMINATION - (50 Questions) - Test is found in GDP. (YOU MUST CLICK ON END TEST)****DUE: 4/25/2024** |

**Supplementary Timed Writing Grading Example**:

Your score is 35/4 which is above the 3-error limit by 1, therefore; your score would be calculated as 34/3 by subtracting the 1 additional error from 35. For the grade for the Supplementary Timed Writings, I will take the best 3 average for a possible total of 15 points. See the Grading for the 3-minute Timed Writings Scale.

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| **Lessons 1-50 Completion = 5%**  |
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| **Part 1 Obj. Test =15%**  |
|  |
| **The three (3) best Supplementary Timed Writings (out of 7) will be used to compute the final grade.**  |
| **Supplementary Timed Writings (TW) =15%**  |
|  |
| **Progress Checks (average of 5) =15%**  |
|  |
| **Part 2 Outcomes Test = 15%**  |
|  |
| **Part 3 Outcomes Test =15%** |
|  |
| **Attendance = 5%** |
|  |
| **Final Exam =15%** |