

VALENCIA COLLEGE

OST 1100 CRN 13152 Keyboarding and Document Processing I
FALL 2019 Online West Campus Dates: August 26-December 15, 2019
(Subject to Change)

COURSE DESCRIPTION

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.

CREDIT HOURS: 3 credit hours

PREREQUISITES: None

COURSE OBJECTIVES: The student will learn how to:

- Operate the keyboard by touch and develop keyboarding speed and accuracy.
- Master the touch method by keying in letters, numbers, and symbol drills on a keyboard.
- Complete drills utilizing the touch system for alphabetic, numbers, symbols and complete drill lines two times each where instructed.
- Complete three-minute timed writings with three or less errors and use 12-second sprints to increase speed.
- Format documents and complete practice lessons using word processing software per directions and visual examples in text.
- Practice formatting with the use of word processing software for business letters, tables, reports, memos including Business and Academic Reports per visual and textbook directions.
- Create mailable business documents per business standards.

Are You Ready for Online?

Refer to: <http://valenciacollege.edu/oit/learning-technology-services/student-resources/amiready/>

This is a full-term course.

Online, hybrid/blended, and some Web-enhanced/facilitated courses are delivered in a primarily text-based environment; therefore, reasonably good reading and writing skills are critical to adequate course participation and can be time intensive.

Keyboarding skill rates may influence the amount of time students spend completing course work online. The recommendation is that students carefully evaluate their readiness and abilities in these areas before selecting distance-learning courses. It is important that we read, read, read, and know. (*This will be emphasized each week.*) Assignments will be assigned EACH day for CREDIT in order to be successful in this course.

PROFESSOR:	Marie P. Howard, MA Ed.	OFFICE PHONE: (407) 582-1423
Office Hours:	FALL TERM	
	Monday	11:00 am-12:00 pm
	Tuesday	10:15 am-11:45 am
	Wednesday	12:00 pm-1:30 pm
	Thursday	8:30 am-9:30 am
	Scheduled Office hours are by appointment.	
Virtual Hours:	Wed./Thurs./Fri. 3:00 pm-5:00 pm (Online)	

EMAIL: The requirement is CANVAS Email for the communication in this course. As a student of this online course, it is your responsibility to read and comply with ALL posted announcements, discussions, and/or email in the online format for CANVAS.

Important College Dates

FALL Term Dates for Classes: August 26-December 8, 2019

Withdrawal Date for "W" grade-Nov. 1, 2019

HOLIDAYS College Closed: NO Classes

Sept. 2 Labor Day, Nov. 11 Veteran's Day, Thanksgiving, Nov. 27-Dec. 1

Final Exams scheduled during December 9-15, 2019

Final Grades Available in ATLAS-after December 17, 2019

EDUCATIONAL MATERIALS. Required for Course Success.

Textbook Title-GREGG COLLEGE KEYBOARDING & DOC PROCESSING, LESS 1-60 TEXT W/MS WORD by OBER, 11th Ed. (Word manual for WORD 2016 is included), ISBN No.1259986829 by publisher, McGraw-Hill Publishing. (There is a special price for this kit at the college bookstore; if purchased elsewhere, it may be at a higher cost and may not include ALL three resources.) Let's follow this so we begin course on time.

There are three resources in KIT required for course:

- 1) Textbook for Keyboarding Lessons 1-60.
- 2) Small text manual for Word 2016, Instructions.
- 3) An access code card for GDP Website. Make sure you have ALL this before you begin with course.
DO NOT purchase a used book. This textbook is available at the Valencia College Bookstore. Make sure your purchase does include ALL three resources as part of kit or you will not be able to begin.

READ THIS NOTE CAREFULLY so there are NO questions later in term: If purchased elsewhere, note that the access code for the Glencoe website will not be included and in the end, you will need to purchase the code separately for an additional cost. Let us follow these instructions in order to be successful in this course.

Suggestion: Purchase text in week one or before that date as assignments will begin on day one.

*This course will also use Word to complete required Word Processing documents. MS WORD 2016 is required to be installed on your computer. MS word is available to you FREE as a student of Valencia College. Refer to: http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf (The step-by-step instructions are posted in the pdf file.)

IMPORTANT: In addition, the GDP website is NOT compatible with a Mac computer.

You need to locate access to a Windows based computer in order to be able to complete your required lesson assignments for this course in Word and to be successful. It is important that we ALL understand this in week one. If you have any questions on this, contact your instructor. It is important that we read, read, read, and know.

EVALUATION-Tests and Assignments

During the session, there will be scheduled exams and there will be assigned dates. There will be tests on the reading and theory materials covered in textbook through the Objective Tests & Assessment Tests assigned. **NO make-up tests will be granted unless there is a documented emergency or personal issue. A student must contact instructor immediately before the test date if this is the case.**

Note that a day after a test due date has passed will not be considered for a make-up test. Approximately one week period is assigned to complete a test. Let us be responsible as a college student and adhere to due date requirements of this course in order to be successful. It is important that we read, read, read, and know.

Evaluation/Grading: Components TOTAL 100%

- Assigned Tests (3) 45% (Objective Tests 1 & 2, Outcomes Assessment Test 2)
- Timed Writings 25% 3 Minute timed writings
- Attendance 10% Online Attendance Participation
- Lessons 1-50 20% Lessons/Word Documents assigned

TIMED WRITINGS

The timed writings will help you improve both your speed and accuracy. To complete, use the appropriate section of your software for that lesson to complete the timing. Three-minute timings will be analyzed to determine your grade. The maximum errors allowed are three, which is one per minute. Timed writings over 3 errors will be voided as we are aiming for accuracy first. Supplementary timings will be assigned for attaining the speed & accuracy goal.

Grading Scale for THREE MINUTE TIMED WRITINGS/FINAL SPEED GRADING SCALE

50+ wam	=	A	Timings Speed will be based on three-minute/within 3 errors
45-49	=	B	(A timing with more than 3 errors is void/may be taken over improved accuracy.)
38-44	=	C	wam refers to words a minute
31-37	=	D	
0-30	=	F	

FINAL GRADE Assigned on Percentage Points Earned on Evaluation/Grading Components

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 0-59%

COURSE CONTENT AND ASSIGNMENTS

Special Rule/Policy: Lessons 1-50 are required and to be completed as the assigned exercises for each lesson following the instructions in your disk and/or textbook. ALL sections of each lesson assigned must be completed in order (A, B, C, D, etc.) including the Enrichment lessons for Lessons 1-24 to receive FULL credit for that lesson including those individual documents and/or exercises. Incomplete lessons will earn a "0" grade.

Note that after Lesson 24; ONLY the Word Documents assigned in syllabus are to be completed in GDP website for credit using a Windows based computer as a MAC is not compatible with the GDP website. It is important that we read, read, read, and know.

Important Policy: If the student experiences issues with their computer and/or software at home or work, the computer labs at the college are available for use 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. No exceptions!

IMPORTANT NOTE:

For the assigned lessons, we are building up skill in accuracy and speed so letter grades are not assigned, but percentage points will be granted upon successful completion. In addition, the lessons build your skill for timed writings, skillbuilding exercises and theory knowledge for the assessments.

DAILY practice attains successful keyboarding skill.

In order to be successful in this course, the recommendation is to schedule DAILY practice. Plan out at least six to eight hours or more each week for practice and completion of lesson assignments. Not doing so may result in not fulfilling all the course components for this course. If you have any questions on this, please contact your professor.

ALL Assignments are to be uploaded to the GDP Online website per instructions in the Student Users' Guide as indicated to receive completed credit for each Lesson designation. If the assigned work is NOT submitted to the GDP website by the due date, NO credit will be granted. Due dates are noted in the assignment section. The website address is: <https://valenciawest.gdp11.com>. (Refer to CANVAS for implicit instructions for (GDP) Glencoe Document Processing website.)

If you completed a keyboarding course within the last year, contact your instructor—you may still have an active GDP account. The instructions for the Glencoe website are posted in CANVAS under GDP instructions.

When you begin with registration, make sure you log into your correct class or I will not be able to view your work and will show a "0" grade.

Let us follow this and register for our class. If you are not registered for the correct class, I will not be able to view your work and it will be recorded as a "0."

Title of class: OST1100 FALL2019 M.Howard

- Please contact McGraw-Hill Technical Support if you require assistance [by phone at 1-800-331-5094](tel:1-800-331-5094). *After contacting support and if you need the assistance of your instructor, I need a case no. given by technical support.*
- Important: If you have taken a Keyboarding course previously, contact your instructor. For the information center on GDP 11, go to: <http://www.mhhe.com/gdp11>.

Please note that "My GDP" Portfolio is available in the Glencoe website what you have completed in the Keyboarding Program. (Click on the My GDP" tab.) The 100% completion of lessons, timed writing(s) and test grades will be posted in CANVAS manually by your professor under the title: "Lessons Completed." Do not assume that your score or completion data is uploaded automatically; note that this needs to be recorded manually. Please be patient if you do not see the information recorded.

Valencia Institutional Core Competencies: Value, Communicate, Think, Act

Valencia College has established four Core Competencies that describe the learning outcomes for a Valencia graduate. These competencies will be emphasized in this course.

Think

- Analyze data, ideas, patterns, principles, and perspectives
- Employ the facts, formulas, and procedures of the discipline

Value

- Distinguish among personal, ethical, aesthetic, cultural, and scientific values
- Evaluate your own and others' values from individual, cultural, and global perspectives

Communicate

- Identify your own strengths and need for improvement as communicator
- Employ methods of communication appropriate to your audience and purpose
- Evaluate the effectiveness of your own and others' communication

Act

- Apply disciplinary knowledge, skills, and values to educational and career goals
- Act effectively and appropriately in various personal and professional settings
- Respond appropriately to changing circumstances

WITHDRAWAL POLICY

A student may withdraw at any time before November 1, 2019 by filing a withdrawal form in the Admissions Office and/or online to receive a "W" for a final grade. A professor will withdraw a student for non-academic performance and/or for excessive absences without a students' consent at any time during the term IF required course requirements and/or attendance are not being met.

Important Note: "NO SHOW" STATUS

Class attendance is required beginning with the first class meeting and for online, during first week's assignment. If you do not attend the first class meeting, you may be withdrawn from the class as a "No Show." For an online course, this means logging into CANVAS as instructed to complete the Assignment OR Discussion for week one. If not completed within the due date, you will be withdrawn from course as a "no show." Note that the college requires this report. If you are withdrawn, you will be financially responsible for the class and a "W" will appear on your transcript for the course. **An instructor may 'withdraw' a student during the term without the student's consent if the attendance requirement or assignment(s) has not been met during the week assigned.**

Weekly attendance is required as a student of this online course. This may be completing a lesson, timed writing, word document or test in GDP as assigned. In addition, CANVAS email is required as this will be the online communication for this course in addition to the discussion board when required. Not logging in online at least once

during the week, will result in an absence from class in that week. The professor will “withdraw” a student for excessive absences of two or more per term. A student does not need to grant permission.

Attendance will account for 10% of the course grade. You will be graded on your attendance in the following manner for each week and online participation is required.

0-1 absence = 100% for the attendance grade

2 absences = only 50% for the attendance grade

3 or more absences = 00% for the attendance grade

There are no excused absences from this online class. I reserve the right to withdraw or fail a student who has 4 or more absences during the term.

Students missing the first class session online are subject to withdrawal as “no shows.”

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 22, 2019 will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. Students who stay in the class after this deadline are responsible to complete all work required for the course; e.g., homework, projects, tests, etc.

If you choose to stop attending your online class after the Withdrawal deadline, you will be held responsible for all work missed, including the final. Assignments 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 percentages obtained by work turned in and the zeros given to work which was not turned in on time. 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.”

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 accommodations based on appropriate documentation of disabilities. (OSD Office at West Campus is in SSB 2-102, Ext. 1523). For your prospective campus, refer to <http://valenciacollege.edu/osd/>

DISCLAIMER

Changes in the syllabus and schedule may be revised and/or changed at any time during the term by announcement of the professor. A revised syllabus may be issued at the discretion of the professor.

ACADEMIC HONESTY

All forms of academic dishonesty are prohibited. This includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery alteration or misuse of documents, printing and/or uploading other students’ work as if it were your work, and misconduct during a testing situation. A student cheating will receive a zero on the assignment, test or timed writing and may be withdrawn from the class at the professor's discretion.

It is important that we read, read, read, and know.

COMPUTER TIME

Plan to spend from six to eight hours per week or more on the computer. All OST students are welcome to use the computer lab at the West Campus, building 7, room 144 or at campus library. The contact phone no. is (407) 582-1730. If you are visiting one of the other campuses at East, Osceola or Winter Park, you need to contact their office for the scheduled lab hours. Refer to: <http://valenciacollege.edu/labs>.

STUDENT CODE OF 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. 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. Disciplinary action could include withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. Any questions, please refer to: <http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>.

Student ID Card

A student ID is required on campus. Your student ID card can be obtained in the Security office on any Campus once you have registered and paid for your classes. You will need your student ID card to access campus services such as the Library and Testing Center. The first student ID card is free and there will be a fee for a replacement card. Student IDs may be used for library access, testing purposes and discounts in the community.

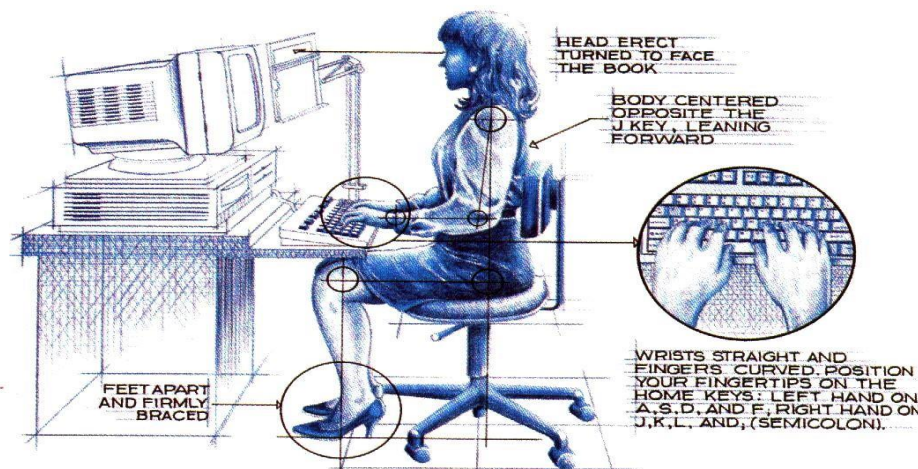
Special Rules/Policies related to CLASSROOM, LIBRARY & LAB

- Food and drinks not allowed in the classrooms, labs and/or library.
- Note that pagers and cellular phones should be turned off and or at vibrate/silent mode during study and/or classroom sessions.
- Please note that college policy also indicates that NO children allowed in lab, library and or classrooms at ANY time.

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. Bay Care 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.

Correct keyboarding techniques are essential for this course. Follow this for improved accuracy and speed practice. Make sure your work area is comfortable.



OST 1100 Keyboarding & Document Processing I Lessons 1-50

Assignments Required for Lessons, Tests & Timed Writings

FALL2019 August 26-December 15, 2019

Important: Assignments not completed by listed due date will result in forfeiting credit points.

Final Grade will evaluate completion of assigned for:

- Lessons 1-50/Practice Exercises & Word Documents for L.25-50 in GDP= 20%
- GDP Tests = 45%
- Timed Writings = 25%
- Attendance =10%

Week of/Date(s)	Glencoe Document Processing (GDP) Assignment/3 Minute Timed Writing	Pages in Text	Word Documents Required	DUE DATE In GDP	Check off/ Completed ✓
1 8/26-9/1	Lessons 1-5 ALL sections including Enrichment for 100% grade. <i>(College Closed on 9/2 for Holiday.)</i>	1-20	N/A	Sept. 8	
2 9/3-9/8	Lessons 6-10 ALL sections including Enrichment for 100% grade.	21-36	N/A	Sept. 8	
3 9/9-9/15	Lessons 11-15 ALL sections including Enrichment for 100% grade.	37-52	N/A	Sept. 15	
4 9/16-9/22	Lessons 16-20 ALL sections including Enrichment for 100% grade.	53-69 <i>Ten-Key section is not required.</i>	N/A	Sept. 22	
5 9/23-9/29	Complete Objective Test 1 in GDP/50 multiple-choice questions on dates assigned. Must click 'End Test' when finished for grade. Refer to Study Sheet in Canvas for information from Lessons 1-20 for review. <i>(Only take ONE time, otherwise grade will be recorded as "0.")</i>	Read Word manual, p. R-1 through R-22. Also, p. 1-3.	Test in GDP, also begin reading from Small Word manual for Word 2016 pages listed in previous column.	Sept. 29 (by 11:00 pm)	
6 9/30-10/6	Lessons 21-24. Complete ALL sections including Introduction to Word/Must use small manual for WORD also. Follow instructions. Also begin with 3 minute timed writings: 22C, 24D (2X each.) Aim for 3 errors or less for credit.	Text p. 74-82 & Word Manual, p. 4-35	In GDP, L. 21E, L. 22D, L. 23I & L. 24E using Word.	Oct. 6	
7 10/7-13	Word Documents for Lessons 25-30 & Timed Writings. (Follow correct format, see p. R-3 to R-14 in text.) <i>Proofread! Correct errors in needed. DO NOT ignore the errors listed as NO credit will be granted if over 3 errors.</i> Also continue with 3 minute timed writings: 26C, 28C (2X each.) Aim for 3 errors or less for credit.	Read ALL on p. 84-85, 89-90, 102-103-108 in text. & Word manual, p. 36-46.	Complete in GDP: 25-1 E-mail Message 26-3 Business Letter 27-8 Business Letter 28-11 Mailing Labels 29-15 Memo 30-18 Email	Oct. 13	

8 10/14-20	Word Documents for Lessons 31-35 & TW Proofread! <i>Correct errors in needed. DO NOT ignore the errors listed as NO credit will be granted if over 3 errors.</i> Also continue with 3 minute timed writings: 32C, 34D (2X each.) Aim for 3 errors or less for credit.	Read all on p. 111-129 in text & Word manual, p. 47-66	In GDP, complete: 31-1 Business Report 32-3 Business Report 33-5 Business Report 34-7 Academic Report 35-9 Academic Report	Due by Oct. 20	
9 10/21-27	Word Documents for Lessons 36-40 & TW Proofread! <i>Correct errors in needed. DO NOT ignore the errors listed as NO credit will be granted if over 3 errors.</i> Also continue with 3 minute timed writings: 36C, 38C (2X each.) Aim for 3 errors or less for credit.	Review p. 131-146 & Word manual, p.67-84.	36-1 Boxed Table 37-5 Open Table 38-8 Open Table 39-12 Ruled Table 40-11 Academic Report	Oct. 27	
10 10/28-11/3	Complete Outcomes Test 2 in GDP (Follow instructions from text from p. 147-148.) Proofread each Word document! <i>Correct errors in needed. DO NOT ignore the errors listed as NO credit will be granted if over 3 errors and has not been corrected.</i>	Test will only be available during dates of 10/28-11/3. Take it early in GDP.	3-Minute TW (2X) 2-21 Business Letter 2-12 Academic Report 2-16 Ruled Table <i>Proofread! Correct and upload again if more than 3 errors.</i> Complete ALL 4 sections for grade.	Nov. 3	
11 11/4-10	Word Documents for Lessons 41-45 Proofread! <i>Correct errors in needed. DO NOT ignore the errors listed as NO credit will be granted if over 3 errors.</i> Also continue with 3 minute timed writings: 42C, 44D (2X each.) Aim for 3 errors or less for credit.	Review p. 151-167 & Word manual, p.85-93.	41-23 Business Letter 42-26 Personal Letter 43-27 Memo 44-30 Business Letter 45-34 Modified Letter (Review errors, if any and correct.)	Nov. 10	
12 11/11-17	Word Documents for Lessons 46-50 Proofread! <i>Correct errors in needed. DO NOT ignore the errors listed as NO credit will be granted if over 3 errors.</i> Also continue with 3 minute timed writings: 46C, 48C (2X each.) Aim for 3 errors or less for credit.	168-189 & Word manual, p. 90-103	46-13 Left-Bound Report 47-15 APA Report 48-17 MLA Report 49-19 Bibliography 50-23 Table of Contents	Nov. 17	
13 11/18-24	Complete Objective Test 2 in GDP/50 multiple-choice questions on dates assigned. Click 'End Test' when finished. Refer to Study Sheet in Canvas for information from Lessons 21-50 for review. Canvas. <i>(Only take ONE time, otherwise grade will be recorded as "0.")</i>			Nov. 24	
14 11/25-26	Supplementary Timed Writings Assigned for 3 minutes. #1, 2, 3 in GDP. (2X each.) Goal: 3 errors or less.			Nov. 26	
Thanksgiving-College Closed Nov. 27-Dec. 2 Enjoy the Holiday!					

15 12/3-9	Continue with Supplementary Timed Writings Assigned for 3 minutes. #4, 5, 6 in GDP. (2X each.) Goal: 3 errors or less.			Dec. 9	
	<p>Congratulations! We have completed the course.</p> <p>Note that FINAL GRADES will be available to view in ATLAS after Dec. 17. <i>College Closed for HOLIDAY Dec. 23-Jan. 1, 2020</i></p> 