

VALENCIA COLLEGE

OST 1110C Keyboarding and Document Processing II Online

Course Syllabus CRN 13153 FALL Term 2019

West Campus Dates: August 26-December 15, 2019

(Subject to Change)

COURSE DESCRIPTION

Pre-requisite: OST 1100C or department approval. Previous keyboarding, document, and word processing experience strongly recommended. This course continues building keyboarding speed and accuracy using a computer and word processing software. It emphasizes production of advanced features of correspondence, tables, reports, and forms.

(If you have not taken OST 1100 Keyboarding & Document Processing I, please advise your instructor immediately.)

CREDIT HOURS: 3 credit hours/ Online-Canvas

Are You Ready for Online?

Refer to: <https://valenciacollege.edu/employees/office-of-information-technology/learning-technology-services/student-resources/amiready/index.php>

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.

Important College Dates:

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

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

HOLIDAY College Closed: NO Classes on 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.

- 1) Textbook Title-GREGG COLLEGE KEYBOARDING & DOC PROCESSING, LESSONS 61-120 TEXT W/MS WORD by OBER, 11th Ed. (Word manual for WORD 2016 is included), ISBN No. 1259986802 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:

- a) Textbook for Keyboarding Lessons 61-120.
- b) Small text manual for Word 2016 includes instructions for Lesson 61-120 Word Documents.
- c) An access code card for GDP Website. Make sure you have ALL this before you begin with course.

DO NOT purchase a used book. The textbook kit is available at the Valencia College Bookstore for Valencia College students. Make sure your purchase does include ALL three resources as part of kit.

Suggestion: Purchase text immediately as assignments will begin on day one.

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.

- 2) *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.

Follow this link: http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf

If you have a question, please send your request to askatlas@valenciacollege.edu.

Technical Support-All faculty members and students needing assistance with Canvas can now contact the Valencia Canvas Help Desk by calling 407-582-5600 or email onlinehelp@valenciacollege.edu.

Even though this class is online and does not meet in person, you will be expected to do the same amount of work of classes that meet three hours per week or more over the normal 15-week semester, including additional time for homework. There is NO shortcut for online classes.

Computer Time

Plan to spend approximately six to eight hours per week of computer time or more for successful completion of course requirements. (This is the minimum recommended time.)

Keyboarding requires daily practice everyday as a method for course success.

IMPORTANT NOTE: The GDP website is NOT compatible with a Mac computer continuing for Lessons 61-120 for the uploaded Word documents. If you plan to use a Mac computer, then 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. Word documents need to be uploaded to the GDP website in order to receive the completion credit. It is important that we ALL understand this in week one. If you have any questions on this, contact your instructor.

COURSE OBJECTIVES: To develop a high degree of keyboarding skill in office production work. The student will be able to:

- ◆ Improve and refine basic keyboarding skills and techniques using timed writings and related drills.
- ◆ Key assigned communications producing mailable copy, with a high level of quality production keying.
- ◆ Key assigned problems: business letters, business forms, manuscripts, tables, envelopes and other business communications to develop sustained production skill.
- ◆ Develop personal responsibilities, self-reliance, proper attitudes, and work habits.
- ◆ Develop a high level of performance in business applications with a minimum of direction and supervision.
- ◆ Develop an ability to proofread accurately for proficiency in producing mailable business correspondence using MS Word 2016.

EVALUATION-Tests and Assignments:

During the session, there will be scheduled major tests. There may also be tests on reading and lecture materials at the discretion of the instructor. **Tests must be taken online in GDP during the week assigned only using a Windows based computer.**

Make-up work (lesson assignments, tests and timed writings) may be granted in cases of documented student emergency or illness. It will be the student's responsibility to contact the instructor and provide documentation within one week unless special arrangements been discussed previously. The final determination will be at the professor's discretion.

Grading Policy for FINAL GRADE 100% will consist of:

Lessons 61-100 Exercises & Documents= 20%

Assigned Timed Writings (5 Minute)= 25%

Outcome Assessments & Objective Tests= 45%

Attendance Requirement=10% (*Attendance will be monitored weekly.*)

Tests are to be completed in GDP with passing score of 70% or above.)

Letter Grades will be assigned:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

*Five Minute Timed Writings (five errors or less or credit)

A = 60 wam or higher (wam refers to words a minute)

B = 55+ wam

C = 48+ wam

D = 41+ wam

**A timed writing with more than 5 errors is void.*

TIMED WRITINGS: Timed writings from the lessons to improve both your speed and accuracy will be assigned. This is part of your grade. To complete, use the appropriate section of your software in GDP and complete the timing each week as part of the lesson assignment. Five minute timed writings are to be completed to attain the speed goal and they need to be taken at each lesson when included. In addition, timed writings will be monitored throughout the semester and an average speed will be determined per the grading scale.

COURSE CONTENT AND ASSIGNMENTS:

Lessons 61-100 are required and to be completed as the assigned exercises for each lesson following the instructions in your textbook. ALL sections of each lesson (A, B, C, D, etc.) must be completed in order unless otherwise assigned to receive FULL credit for that lesson including those individual documents and/or exercises. Each lesson not completed may lower the score one letter grade.

IMPORTANT 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 time. No excuses!

VALENCIA STUDENT COMPETENCIES: THINK, VALUE, COMMUNICATE, ACT

Valencia's Student Core Competencies are complex abilities that are essential to lifelong success.

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

IMPORTANT: WITHDRAWAL POLICY

A student may withdraw at any time before November 1, 2019 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 will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline.

Important: 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 coming to the class after the Withdrawal deadline, you will be held responsible for all work missed, including the final. Any work that 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 that was turned in and the zeroes given to work which was not turned in on time. Students may 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.”

Class attendance is required beginning with the first class meeting. For an online class, that means “logging in” as instructed whether completing a posting in the Discussion Board or as assigned in GDP website 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.

CLASSROOM POLICIES FOR CLASSES AND/OR LABS ON CAMPUS:

- Absolutely NO Food and drinks allowed in the classrooms, computer labs and/or lab. College policy also indicates that NO children allowed in classrooms, in the lab or college library at any time.
- Please turn off or “silent” cell phones during class, exam and/or study period. Again, this is a distraction in the classroom or lab. Note that if you are expecting an important call, please resume to the lobby or hall area outside the classroom.
- Always carry your student ID and schedule for verification that you are a Valencia student.

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.

OFFICE FOR STUDENT DISABILITIES:

"Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form 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." Contact information: West Campus SSB, Rm. 102 Ph.: [407-582-1523](tel:407-582-1523) Fax: [407-582-1326](tel:407-582-1326) TTY: [407-582-1222](tel:407-582-1222)

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

ACADEMIC HONESTY:

All forms of academic dishonesty prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

- 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 a plagiarism prevention tool. **In addition, there is also a plagiarism detector in GDP and will identify if a document submitted is not created by you as the author. If this is detected, the student or students involved will receive a “0” for the assignments and may be assigned an “F” for the course. This also applies to an uploaded timed writing not completed by you.**

- 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 as determined by 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.

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, that means logging into Discussion Board when applicable, GDP (Glencoe Document Processing Website), Emails, etc. each week and/or submitting assignments due by the determined DUE DATE. Online attendance will be monitored each week.

Attendance will account for 10% of the course grade. You will be graded on your attendance in the following manner:

0-1	absence	= 100% for the attendance grade
2	absences	= 50% for the attendance grade
3-3+	absences	= 00% for the attendance

I reserve the right to withdraw or fail a student due to non-academic performance and/or for excessive absences viewed as four absences or more.

VALENCIA I.D. CARDS: Valencia I.D. cards are required in order to use the LRC, (Library) Testing Center, and for other services on campus. Cards are free and available in the Student Development Office.

MISCELLANEOUS: Work efficiently to save time. Complete your lesson assignments weekly by the schedule and on time. **It is very important to complete your work on time, and not fall behind on your typing assignments.** Set aside a planned session each day in order to work on the lesson assignments. Keyboarding requires daily practice and reinforcement.

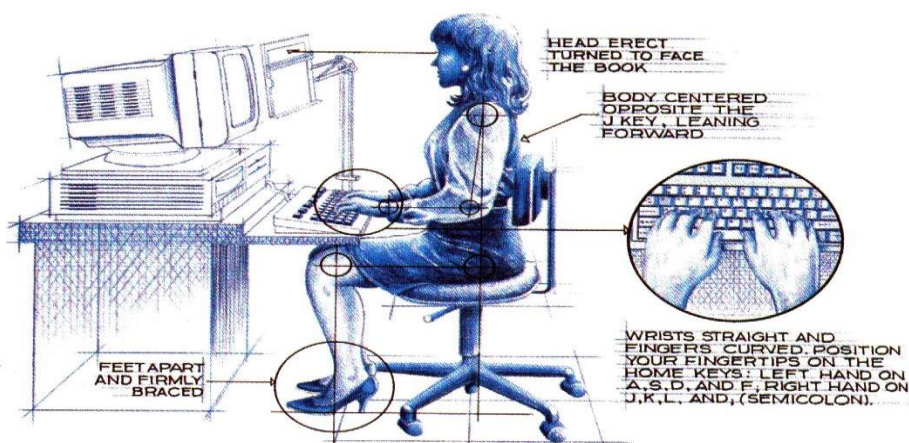
Student Assistance Program

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.

- Attend class regularly or for an online class, log in regularly, preferably once a day. Do not procrastinate. Regular attendance and regular application constitutes the two most significant factors to promote success.
- Plan to set aside time for homework a minimum of one hour or more per day. 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.
- READ and follow all directions for each lesson and not doing so may result in “incomplete” work.

Correct keyboarding techniques are essential for this course. Follow the techniques listed below:



Lesson Content Assignments for Course:

Following is a weekly assignment schedule showing the completion due dates. *(All sections listed MUST be completed to receive credit for that Lesson. Not completing ALL sections as listed may result in lower grade noting deduction for Incomplete work or a “0” grade.)*

- Assignments are to be uploaded per directions to the GDP Online website as indicated to receive completed credit for each Lesson designation. The website address is:

<https://valenciawest.gdp11.com>.

You are to register ONE time. Click on “I have an access code” on the home page if you have an Online Student Registration Card and follow the instructions to register posted in Canvas. If you took OST 1100 last term or previous terms, you may still have access to the website. Please inform your instructor if that is the case.

When you begin with registration, make sure you log into your correct class:

Title: OST 1110 Keyboarding2 HOWARD FALL2019

- Please contact McGraw-Hill Technical Support if you require assistance at: <http://mpss.mhhe.com/products-gckeypboarding11.php> or 1-800-331-5094.
- For the information center on GDP 11, go to <http://www.mhhe.com/gdp11>

All business documents need to follow correct format. Refer to the Reference pages in front of text, see R-3 through R-13 and those instructions from text. If not, that document will be considered unmailable. What is considered an unmailable copy for a business document?

The following errors will not be accepted as a mailable copy:

- Spelling mistakes
- Missing tabs, missing text
- Incorrect use of capitals, grammatical errors, etc.
- General inconsistencies, e.g. differing line spacing, font, margins
- Not following format directions as instructed from text and/or business standards

Note that your Grades are posted in the Keyboarding Program under “My GDP” during the semester as you complete your lesson assignments completed previously. Please refer to “My GDP” in the Glencoe website weekly. It also shows errors on the Word documents. Your responsibility is to review those errors and correct. Revise where needed and upload document again, otherwise, credit will not be granted and recorded as a “0.”

Important: The recommendation is that you print out a copy of this course syllabus and course assignments and keep in a binder so that you may have the information to refer to throughout the term. Not logging into the course regularly may result in missed assignments, test, or project, etc. Not turning in a due lesson assignment, test or timed writing as assigned by the due date will result in a grade of “0.”

Refer to pages 8-10 for Assignments & Due Dates.

OST 1110 Keyboarding & Document Processing II Lessons 61-120

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.


Required: GREGG COLLEGE KEYBOARDING & DOC PROCESSING KIT, LESSONS 61-120 TEXT W/MS WORD by OBER, 11th Ed. (Word manual for WORD 2016 is included), ISBN No. 1259986802 by McGraw-Hill. An access code card for the GDP Website is included. Make sure you have ALL this before you begin with course.

Final Grade will evaluate completion of 100% assigned for:

- Lessons 61-100/Practice Exercises & Word Documents in GDP= 20%
- GDP Tests = 45%
- Timed Writings = 25%
- Attendance =10%

Week of/Date(s)	Glencoe Document Processing (GDP) Assignment/5 Minute Timed Writing	Pages in Text	Word Documents Required	DUE DATE In GDP
1 8/26-9/1	<p>First to begin-Review all Reference pages in front of text, R-3 through R-14. <i>(This is an essential review from OST 1100 for all business documents we will be completing.)</i></p> <p>Begin with Lesson 61. Complete Lessons 61-65 ALL sections & Word Documents listed in column for grade.</p> <p>Then complete 5 minute timed writings, 62C, 64D <i>(Each 2X each. Aim for 5 errors or less.)</i></p> <p><i>(College Closed on 9/2 for Labor Day Holiday.)</i></p>	235-250	<p>Letter 61-55, 61-56 Memo 62-58, 62-60 Report 63-35 Table 64-23, 64-25 Resume 65-37</p> <p><i>(Important Note: Aim for 5 errors or less. GDP will advise after you upload the document. If more than 5 errors, DO NOT ignore. May go back, correct and upload again for credit.)</i></p>	Sept. 8
2 9/3-9/8	<p>Continue w/Lessons 66-70 ALL sections & Word documents listed for grade.</p> <p>Complete 5 minute timed writings, 66C, 68C & 70D. Each one 2X each.</p>	252-274 Also... Refer to small text, Word manual, pages 110-113 for directions.	<p>Letter 66-65 Letter 67-67 E-Mail 68-71 Memo 69-73 Memo Report 70-38</p> <p><i>Important: Again, aim for 5 errors or less. Do not ignore the errors as credit will not be granted.</i></p>	Sept. 8
	Continue on next page.			

Week	GDP Assignment	Pages in text	Word Documents Assigned	Due Date
3 9/9-9/15	Continue with Lessons 71-75. Word Documents ONLY. & Five minute TW, 72C, 74D. Each timing 2X and five errors or less.	276-300 Also...refer to small text Word manual, p. 114-125.	Itinerary 71-1 Agenda 72-44, Minutes 72-47 Manual 73-49 Article 74-52 Minutes 75-55 Proofread! <i>Correct errors in needed. DO NOT ignore the errors listed as NO credit will be granted if over 3 errors.</i>	Sept. 15
4 9/16-9/22	Complete Outcomes Assessment TEST 3 <u>Refer to textbook.</u> This consists of a five minute timing, Business Letter, E-mail message and a Business Report <i>(Not completed by due date will result in a grade of "0." Complete ALL 4 sections for grade.)</i>	229-231	In GDP complete: 5 –Minute Timing Letter 3-53, E-mail 3-54 & Report 3-33 (Aim for 5 errors or less on each document for grade.)	Due Sept. 22 by 11:00 pm in GDP
5 9/23-9/29	Continue w/Lessons 76-80. Word documents only. Review errors. 5 minute TW, 76C, 78C, 80D	301-319 & Also... p. 129-132 from small Word manual for directions.	In GDP: Tables 76-28, 77-29, 78-32, 79-37 & 80-40 Review errors if any.	Sept. 29
6 9/30-10/6	Complete Objective Test 4 in GDP that includes 50 multiple-choice questions. Review Study sheet posted in Canvas before taking test. To be taken ONLY one time. During week assigned only.	N/A	In GDP, Click on 'End Test' when finished otherwise will show grade as "0."	Oct. 6 in GDP by 11:00 pm
7 10/7-13	Continue with Lessons 81-85. Word documents only. 5 Minute Timings, 82C, 84D	316-346 & from Word manual p. 133-137.	In GDP, complete: Letter 81-77 Report 82-58 Letter 83-79 Report 84-81 Table 85-45	Oct. 13

8 & 9 10/14-27	Lessons 86-90. ONLY Word documents & 5 minute timed writings, 86C, 88C, & 90D.	348-367 & from Word manual, p. 138-152 for directions.	In GDP: Report 86-60 & 87-61 (All pages.) These two reports will cover all 5 lessons.	Due by Oct. 27
10 & 11 10/28-11/10	Lessons 91-95 & 5 minute timings (2X each.) 92C, 94D Five errors or less for credit.	369-388 & Word manual, p. 153-156.	Table 91-47, 92-48 Report 93-68 Table 94-49, 95-51 (Review errors, if any and correct.)	Nov. 10
12 & 13 11/11-26	Complete Objective Test 5 in GDP/50 multiple-choice questions on dates assigned. Click 'End Test' when finished. Refer to Study Sheet in Canvas for information from Lessons 60-90 for review. Canvas. (Only take ONE time, otherwise grade will be recorded as "0.") <i>Reminder: College closed for Holiday 11/27-29</i> 	N/A	N/A	Due Nov. 26 by 11:00 pm in GDP
14 12/2-12/9	Complete Lessons 96-100 Word Documents in GDP. Proofread and correct if required.	390-410 & also from Word manual, p. 157-158.	Table 96-52 Will 97-71 Affidavit 98-72 Memo 99-93 Deed 100-75	Dec. 9 by 11:00 pm If submitted after due date, NO credit.
	<i>Congratulations! We have completed the course.</i> 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>			