



BUS 152
Basic Keyboarding
12:55-3:05pm
M & W
8/19-10/11/2013
(3 Units)
Code 10241



INSTRUCTOR

Angie T. Ruiz
Office – Room 811
Telephone 355-6339
Email angie.ruiz@imperial.edu

Office Hours

M & W	11:45am-12:45pm
T-TH	12:30-1:00pm
F	9-10am

COURSE DESCRIPTION

This course is designed to develop speed and accuracy in the use of the computer keyboard. The student will learn to operate by touch the letter, number, and symbol keys using the proper typing technique. (CSU).

OBJECTIVES

1. Demonstrate skill in using the touch method to key alphabetic characters.
2. Demonstrate skill in using the touch method to key numeric characters.
3. Demonstrate skill in using the touch method to key symbol characters.
4. Use proper typing technique.
5. Show skill and speed ability by improving speed scores by 13 NWPM

STUDENT LEARNING OUTCOMES

Upon course completion of this course, the student will able to:

- Use the proper typing technique.
- Demonstrate ability to key using the touch method at a net speed of 13 NWPM over established base score.

ATTENDANCE POLICY

The instructor will drop a student who fails to attend the first meeting of the class. Your presence in class is of great value. Regular attendance in all classes is expected of all students enrolled. A student may be excluded from further attendance in a class during any semester when absences after the close of registration have exceeded the number of class hours, which the class meets per week. Students can be dropped if he/she is disturbing in class.

A student who is tardy three times may be considered as having been absent once.

MATERIALS REQUIRED

Textbook: Keyboarding & Word Processing Essentials-Microsoft Word 2010, Lessons 1-55
VanHuss, S., Forde, C., Woo, D., South-Western Cengage Learning, 18 ed.

Materials: Memory Stick 1GB

METHODS OF EVALUATION

Lessons	20%
Typing Technique	10%
Typing Speed/Accuracy	50%
Final Typing Exam	20%

NOTICE

The instructor reserves the right to modify, change or add to the assignments or the number of exams.

Please turn off cell phone while in class.

NEED FOR ASSISTANCE

If you have any condition, such as physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made. You should also meet with the DSP&S support staff and counselors.