

Basic Course Information

Semester	Fall 2014	Instructor Name	Alison Jill Brock
Course Title & #	BUS 152, Basic Keyboarding	Email	alison.brock@imperial.edu
CRN #	10230	Webpage (optional)	See class Blackboard page
Room	803	Office	Room 1713
Class Dates	8/18-10/6	Office Hours	M: 12:00-12:30 T: 12:30-2:00 R: 12:30-2:00 F: 10:15-10:45
Class Days	Mondays/Wednesdays	Office Phone #	760-355-6485
Class Times Units	12:45 – 2:50	Office contact if student will be out or emergency	Use email address above

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).

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to, using proper technique, demonstrate ability to key using the touch method at a net speed of 13 NWPM over established base score. (ILO1, ILO4)

Course Objectives

Upon satisfactory completion of the course, students will be able to: (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 (with 3 errors or less) over the base speed score taken at the fifth week of the course in a 3-minute timed writing.

Textbooks & Other Resources or Links

Students must purchase access to the Gregg College Keyboarding & Document Processing (GDP) software. Books will be provided for use in the classroom.

Course Requirements and Instructional Methods

You will learn basic keyboarding in 20 lessons using the Gregg College Keyboarding & Document Processing (GDP) software. You do not need to print any documents. During Week 5 we will assess your speed and accuracy. During Week 8, we will assess your improvement with a final typing exam.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

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

Grades are posted regularly on Blackboard. You may earn 1,000 points as follows:

- 700 points Lessons 1 – 20
- 100 points Typing technique
- 200 points Final typing exam

Therefore, to earn an A, you must earn at least (1,000 X 90%) 900 points; to earn a B, you must earn at least (1,000 X 80%) 800 points; and so forth.... **No late assignments are accepted.**

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and personal electronic devices must be turned off and put away during class unless approved by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus

Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:

- plagiarism
- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;
- allowing others to do an assignment or portion of an assignment
- use of a commercial term paper service

Additional Help

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6312 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule	
Week	Lesson
1	Introductions Lesson 1: 1: Home Row, Space Bar, Enter, Backspace
2	Lesson 2: E, N, T Lesson 3: O, R, H Lesson 4: I, Left Shift
3	Lesson 5: B, U, C Lesson 6: Right Shift, W, M Lesson 7: X, P, Tab
4	Lesson 8: Q, G Lesson 9: V, Y, Z Lesson 10: Review
5	Timed assessment Lesson 11: 2, 9 Lesson 12: 8, 5
6	Lesson 13: 4, 7 Lesson 14: 6, 3, / Lesson 15: Review
7	Lesson 16: &, \$, 0 Lesson 17: 1, ?, @ Lesson 18: %, (), #
8	Lesson 19: “, !, * Lesson 20: Review Ten-key Numeric Keypad Timed assessment

This schedule is subject to change without prior notice.

TIPS:

- **Always adjust your workstation so you can key with the correct posture before you begin.**
- **AS YOU LEARN, KEYING SLOWING AND CORRECTLY IS FAR BETTER THAN KEYING FAST AND INCORRECTLY**
- **Position your fingers straight up from the keys without any slant.**