

### Basic Course Information

Semester:	<b>Spring 2016</b>	Instructor Name:	<b>Alison Brock</b>
Course Title & #:	<b>BUS 152, Basic Keyboarding</b>	Email:	<b>alison.brock@imperial.edu</b>
CRN #:	<b>20923</b>	Webpage (optional):	<b>N/A</b>
Classroom:	<b>ORIENTATION: February 16, Room 801, 2-3 p.m. SECOND MEETING: March 15, Room 801, 2-3 p.m. FINAL MEETING: April 12, Room 801, 2-3 p.m.</b>	Office #:	<b>1713</b>
Class Dates:	<b>2/16-4/12</b>	Office Hours:	<b>M/W 1:00 – 2:15 p.m.; T/R 10:15 – 11:00 a.m.</b>
Class Days:	<b>See above</b>	Office Phone #:	<b>760-355-6485</b>
Class Times:	<b>See above</b>	Emergency Contact:	<b>Frances Arce-Gomez</b>
Units:	<b>1</b>		

### 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, 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

REQUIRED: Gregg College Keyboarding & Document Processing, **11e**, Ober/Johnson/Zimmerly, McGraw Hill

REQUIRED: Access to the Gregg College Keyboarding & Document Processing (GDP) online program

### 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. Each week we do not meet face-to-face, each student is required to send the instructor an email update.

**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

Grade	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

Grades will be posted regularly on Blackboard. You may earn up to 1000 points, as follows:

Points possible	Assignment/Assessment
700 (20 X 35 points each)	Lessons 1-20
50	Typing technique
50 (5 X 10 points each)	Instructor/Student electronic communication
200	Final typing exam

### 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 electronic devices must be turned off and put away during class, unless otherwise directed 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 by the instructor.

- **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.

### Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

### Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills 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 760-355-6313. Please contact them 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.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

<b>Anticipated Class Schedule/Calendar</b>	
<b>Week</b>	<b>Lesson</b>
1	<b>Mandatory face-to-face meeting:</b> 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 Instructor/Student Electronic Communication
3	Lesson 5: B, U, C Lesson 6: Right Shift, W, M Lesson 7: X, P, Tab Instructor/Student Electronic Communication
4	Lesson 8: Q, G Lesson 9: V, Y, Z Lesson 10: Review Instructor/Student Electronic Communication
5	<b>Mandatory face-to-face meeting: Timed assessment</b> Lesson 11: 2, 9 Lesson 12: 8, 5
6	Lesson 13: 4, 7 Lesson 14: 6, 3, / Lesson 15: Review Instructor/Student Electronic Communication
7	Lesson 16: &, \$, 0 Lesson 17: 1, ?, @ Lesson 18: %, ( ), # Instructor/Student Electronic Communication
8	Lesson 19: “, !, * Lesson 20: Review Ten-key Numeric Keypad <b>Mandatory face-to-face meeting: Timed assessment</b>

**\*\*\*Tentative, 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.