

Basic Course Information

Semester	Fall 2018	Instructor Name	Angie T. Ruiz
Course Title and Course Number	BUS 156 Keyboarding: Speed and Accuracy	Email	angie.ruiz@imperial.edu
CRN #	10861		
Room	803	Office	Room 811
Semester dates	Aug. 13 – Dec. 7, 2018	Office Hours	M&W 9:30-10:00 am TWTH 1:00-2:00 p.m.
Class Meetings Room 803	<ul style="list-style-type: none"> • Orientation Aug. 14, 1:00 – 2:05 p.m. • Monthly Meetings: Aug. 28, 1:00 - 2:05 p.m. Sept 4, Sept. 11, Sept. 18, Sept. 25 – 1:00 – 2:05 p.m. Oct. 2, 16, 30 - 1:00 - 2:05 p.m. Nov. 13, 27 • Final Meeting Dec. 4, 1:00 -2:05 p.m. 	Office Phone #	(760) 355-6339
Class Times		Office contact if student will be out or emergency	Tisha Nelson, Staff Support Technician (760) 355-6361 (760) 366-6161
Units	3		

Course Description

Designed to teach the fundamental skills and knowledge of keyboarding. The student is introduced to the basic concepts of keyboarding production.

Student Learning Outcomes

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

1. Demonstrate keyboarding speed and accuracy proficiency on a 5-minute timed writing.
2. Measure overall keyboarding speed and accuracy skill-development progress on a 5-minute timed writing.
3. Demonstrate proper keyboarding techniques.

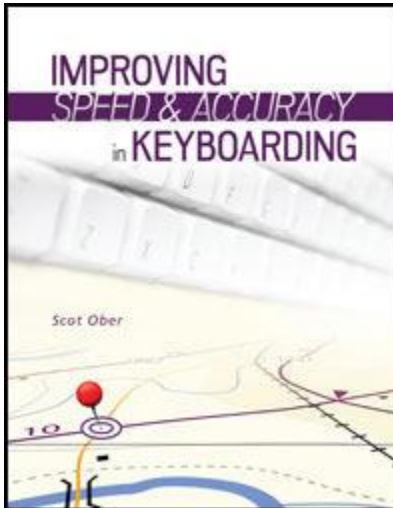
Course Objectives

1. To evaluate your keyboarding techniques so that you will know which techniques you need to improve.
2. To determine your keyboarding speed and accuracy.
3. To determine your specific keyboarding problems through an analysis of the results of diagnostic test.
4. To select appropriate practice lessons based on the results of the diagnostic test.
5. To establish your particular skill-improvement goals.

6. To measure your overall skill-development progress at regular intervals during the course.

Textbooks

Textbooks: *Improving Speed & Accuracy in Keyboarding*, Ober, ISBN: 978-0-07-339701-6



Course Requirements and Instructional Methods

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

Course Grading			
Assignments	25%	Net Words Per Minute Improvement	
Progress	75%	20+-18 nwpm	A
		17-15 nwpm	B
		14-11 nwpm	C (Credit)
		10-7 nwpm	D

The above schedule and procedures are subject to change in the event of extenuating circumstances.

Note:

(Grading defaults to a letter grade; however, class may be taken for Pass/No Pass thru WebSTAR)

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

- 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 or 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:

- (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) use of 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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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 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

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students’ access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 10.

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 / Calendar

Course Road Map

Course: BUS 156: Keyboarding: Speed & Accuracy

Objective Week 1: Welcome and Introduction

To cover the essential ergonomics posture technique needed in order to maintain a healthy body while growing in the business environment. Learn how to use the resources given to be successful in this online course.

After the successful completion of this week, you will be able to:

1. Understand the course objectives
2. Interpret course syllabus
3. Navigate the Canvas learning environment
4. Apply essential techniques to type ergonomically safe
5. Learn how to use Discussion Board
6. Apply steps on how to login into Speed and Accuracy in Keyboarding program
7. Complete discussions
 - a. General Questions: Questions & Answers
 - b. Student Introductions (10 pts.)
 - c. Video: Ergonomics: Issues in Keyboarding (10 pts.)
8. Assignments – Alphabet, number and symbol review - Lessons 1 - 3
 - a. Improve accuracy on the alphabet keys.
 - b. Improve accuracy on the number and symbol keys
 - c. Improve accuracy on punctuation and nonprinting keys.

Objective Week 2 – Improve Accuracy, Speed & Technique Lessons 4 - 8

After the successful completion of this week, you will be able to:

- Quiz
 - Take quiz on video - Ergonomics: Issues in Keyboarding,
- Complete discussions
 - Video: Posture Techniques (10 pts.)
- Complete Assignments
 - **Build accuracy on:**
 - a. Corresponding-finger and confusable keys.
 - b. Spelling
 - c. Horizontal, alphabetic, and number reaches
 - d. Improve technique on the nonprinting, numbers, symbol, and punctuation keys.
 - e. Improve concentration

- **Build speed on:**
 - ✓ 15-Second Speed Sprints and 30-Second Progressive Practice Drills
 - ✓ Common letter combinations and special hand drills
- **Assess speed and accuracy on a 5-minute timed writing**
- **Build accuracy on:**
 - Corresponding –finger and confusable keys.
 - Spelling
 - Vertical, alphabetic, and symbol reaches.

- **Improve technique on:**
 - The nonprinting, number, symbol, and punctuation keys.
 - Concentration

Objective Week 3 – Improve Accuracy, Speed & Technique Lessons 9 - 13

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: Nickel Technique (10 pts)
- Compete assignments
 - Build speed on:
 - 15-Second Speed Sprints and Paced Practice Drills
 - 15-Second Sprints and 30-Second Progressive Practice drills.
 - Common letter combinations and special hand drills.
 - Assess speed and accuracy on a 5-minute timed writing

 - Build accuracy on:
 - Corresponding-finger and confusable keys.
 - Spelling.
 - Alphabetic, jump, and number reaches.
 - Alphabetic, horizontal, and symbol reaches.
 - Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration

Objective Week 4 – Improve Accuracy, Speed & Technique Lessons 14 - 18

After the successful completion of this week, you will be able to:

- Compete discussions
 - Carpal Tunnel Syndrome, Stretches & Exercises (10 pts.)
- Compete assignments
 - Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration

- Build speed on:
 - 15-Second Speed Sprints and Paced Practice Drills
 - Common letter combinations and special hand drills.
 - 15-Second Sprints and 30-Second Progressive Practice drills.
- Assess speed and accuracy on a 5-minute timed writing
- Build accuracy on:
 - Corresponding-finger and confusable keys.
 - Spelling.
 - Vertical, alphabetic, and symbol reaches

Objective Week 5 – Improve Accuracy, Speed & Technique Lessons 19 - 23

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: Strengthening and Stretching Exercises (10 pts.)
- Compete assignments
- Build accuracy on:
 - Corresponding-finger and confusable keys.
 - Spelling.
 - Alphabetic, Jump, and symbol reaches
 - Alphabetic, Horizontal, and number reaches
- Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration
- Build speed on:
 - 15-Second Speed Sprints and Paced Practice Drills
 - Common letter combinations and special hand drills.
 - 15-Second Sprints and 30-Second Progressive Practice drills.
- Assess speed and accuracy on a 5-minute timed writing

Objective Week 6 – Improve Accuracy, Speed & Technique Lessons 24 - 28

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: Ergonomic Upper Body Stretches by Mayo Clinic (10 pts.)
- Compete assignments
- Build speed on:
 - 15-Second Sprints and 30-Second Progressive Practice drills.
 - Common letter combinations and special hand drills.
 - 15-Second Sprints and Paced Practice drills.
- Assess speed and accuracy on a 5-minute timed writing
 - 15-Second Sprints and 30-Second Progressive Practice drills
- Build accuracy on:

- Corresponding-finger and confusable keys.
- Spelling.
- Alphabetic, vertical, and symbol reaches
- Alphabetic, jump, and number reaches
- Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration

Objective Week 7 – Improve Accuracy, Speed & Technique Lessons 29 - 33

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: Six Secrets to Success (10 pts.)
- Compete assignments
 - Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration
 - Build speed on:
 - 15-Second Speed Sprints and Paced Practice Drills
 - Common letter combinations and special hand drills.
 - 15-Second Sprints and 30-Second Progressive Practice drills.
 - Assess speed and accuracy on a 5-minute timed writing
 - Build accuracy on:
 - Corresponding-finger and confusable keys.
 - Spelling.
 - Alphabetic, horizontal, and symbol reaches.

Objective Week 8 – Improve Accuracy, Speed & Technique Lessons 34 - 38

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: How to Speed Up Your Typing (10 pts.)
- Compete assignments
 - Build accuracy on:
 - Corresponding-finger and confusable keys.
 - Spelling.
 - Alphabetic, Vertical, and symbol reaches
 - Alphabetic, jump, and symbol reaches
 - Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration

- Build speed on:
 - 15-Second Sprints and 30-Second Progressive Practice drills.
 - Common letter combinations and special hand drills.
 -
 - 15-Second Speed Sprints and Paced Practice Drills
- Assess speed and accuracy on a 5-minute timed writing

Objective Week 9 – Improve Accuracy, Speed & Technique Lessons 39 – 43

After the successful completion of this week, you will be able to:

- Compete discussions
 - Gliding Exercises for Preventing Carpal Tunnel (10 pts.)
- Compete assignments
 - Build speed on:
 - 15-Second Speed Sprints and Paced Practice Drills
 - Common letter combinations and special hand drills.
 - 15-Second Sprints and 30-Second Progressive Practice drills.
 - Assess speed and accuracy on a 5-minute timed writing
 - Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration
 - Build accuracy on:
 - Corresponding-finger and confusable keys.
 - Spelling.
 - Alphanumeric, horizontal, and symbol reaches.
 - Alphanumeric, vertical, and symbol reaches

Objective Week 10 – Improve Accuracy, Speed & Technique Lessons 44 – 48

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: Hand and Finger Exercise (10 pts.)
- Compete assignments
 - Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration
 - Build speed on:
 - 15-Second Sprints and 30-Second Progressive Practice drills.
 - Common letter combinations and special hand drills.
 - Assess speed and accuracy on a 5-minute timed writing
 - Build accuracy on:
 - Corresponding-finger and confusable keys.

- Spelling.
- Alphabetic, jump, and symbol reaches.
- Vertical, alphabetic, and symbol reaches

Objective Week 11 – Improve Accuracy, Speed & Technique Lessons 49 – 53

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: Motivation: Change Your Life (10 pts.)
- Compete assignments
 - Build accuracy on:
 - Corresponding-finger and confusable keys.
 - Spelling.
 - Alphabetic, horizontal, and symbol reaches.
 - Alphabetic, vertical, and symbol reaches
 - Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration
 - Build speed on:
 - 15-Second Speed Sprints and Paced Practice Drills
 - Common letter combinations and special hand drills.
 -
 - 15-Second Sprints and 30-Second Progressive Practice drills.
 - Assess speed and accuracy on a 5-minute timed writing

Objective Week 12 – Improve Accuracy, Speed & Technique Lessons 54 - 58

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: Barak Obama's Ten Rules for Success (10 pts.)
- Compete assignments
 - Build speed on:
 - 15-Second Sprints and 30-Second Progressive Practice drills.
 - Common letter combinations and special hand drills.
 - 15-Second Speed Sprints and Paced Practice Drills
 - Assess speed and accuracy on a 5-minute timed writing
 - Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration
 - Build accuracy on:
 - Corresponding-finger and confusable keys.
 - Spelling.
 - Alphabetic, jump, and symbol reaches

- Vertical, alphabetic, and symbol reaches
- Alphabetic, horizontal, and number reaches

Objective Week 13 – Improve Accuracy, Speed & Technique Lessons 59 – 60

Supplemental Timed Writings

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: If you sit at an office, you should watch this video. (10 pts.)
- Compete assignments
 - Build technique on:
 - Improve technique on the nonprinting, number, symbol, and punctuation keys.
 - Improve concentration
 - Build speed on:
 - 15-Second Sprints and 30-Second Progressive Practice drills.
 - Common letter combinations and special hand drills.
 - Assess speed and accuracy on a 5-minute timed writing
 - Supplemental Timed Writings:
 - General Timed Writings 1 – 10

Objective Week 14 – Supplemental Timed Writings

After the successful completion of this week, you will be able to:

- Compete discussions
 - Video: Yoga at Your Desk. (10 pts.)
- Supplemental Timed Writings
 - Medical Timed Writings 11 – 20
 - Legal Timed Writings 21 – 25

Objective Week 15 – Supplemental Timed Writings

After the successful completion of this week, you will be able to:

- Compete discussions
- Video: Fifteen Minute Office Stretch Routine. (10 pts.)
- Supplemental Timed Writings
 - Legal Timed Writings 26 – 30
 - Government Timed Writings 31 – 40