



Basic Course Information

Semester:	Fall 2022	Instructor Name:	Angelica Ruiz
Course Title & #:	BUS 152 - Basic Keyboarding	Email:	angie.ruiz@imperial.edu
CRN #:	10419	IVC Webpage (optional):	www.imperial.edu
Classroom:	Online	Office #:	811
Class Dates:	August 15 – October 7, 2022	Office Hours:	Monday 12:30 – 1:00 p.m. Tuesday 12:30 - 1:30 p.m. Zoom Meeting# 958 8029 5553 Wednesday 9:30 - 10:30 a.m. Thursday 9:00-10:00 a.m. (Zoom)
Class Days:	Online	Office Phone #:	760-355-6339
Class Times:	Online	Emergency Contact:	Tisha Nelson, Staff Support Technician (760) 355-6361 (760) 366-6161
Units:	1	Class Format:	Online

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)

Course Prerequisite(s) and/or Corequisite(s)

No course prerequisite

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.

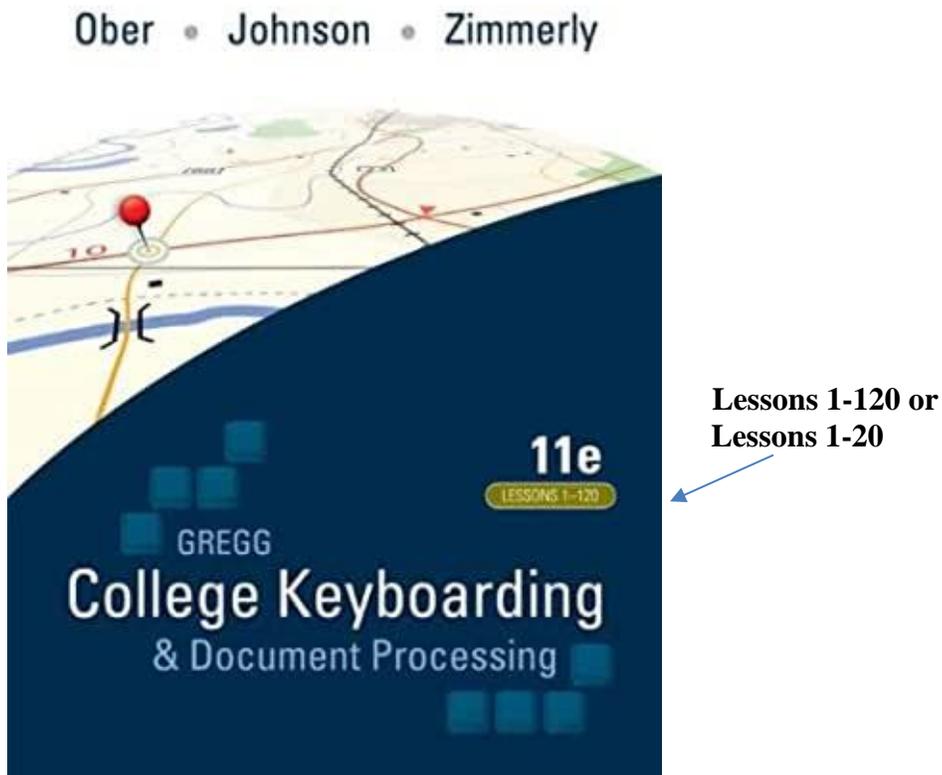
Course Objectives

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

Textbooks & Other Resources or Links

Option 1:

This textbook, Lessons 1-120 will be used in three classes BUS 152, BUS 154, BUS 156
Textbook: Ober, Gregg College Keyboarding & Document Processing Lessons 1-120, 11 Edition, ISBN: 978-0-07-337219-8 (with access code)



Option 2:

Textbook: Ober, Gregg College Keyboarding & Document Processing Lessons 1-20, 11 Edition, ISBN: 100077377141 (with access code)

Course Grading Based on Course Objectives

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



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Course Policies

- *Students will complete typing lessons, take 1-minute and 2-minute writings*
- *Homework assignments will be keyboarding lessons*

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.

Attendance

- A student who fails to attend the first online introduction meeting or does not complete the first mandatory activity of 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.
- Students are expected to complete assignments on time.
- Regular attendance in all classes is expected of all students. Attendance is measured by completions of assignments. 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.

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 (!!!!)].

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

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.



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- **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. 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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

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.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 August 15-21	<p>Video: Ergonomics: Issues in Keyboarding</p> <p>Lesson 1</p> <ul style="list-style-type: none"> A. Home-Row Position B. The Space Bar and Enter Keys C. Practice the Home Row Keys D. The F and the I Keys E. The D and the K Keys F. The S and L Keys G. The A and ; Keys H. The "Backspace" Key <p>Skill building</p> <ul style="list-style-type: none"> I. Word Building J. 1-Minute Timed Writing <p>Enrichment - Lesson 1</p> <ul style="list-style-type: none"> A. New Key Reinforcement B. Short Phrases C. Paragraph Typing <p>Lesson 2</p> <ul style="list-style-type: none"> A. Warmup B. New-Key Procedure C. The E Key D. The N Key E. The T Key <p>Skill building</p> <ul style="list-style-type: none"> F. Minimum Change Practice G. New Key Review H. Clauses I. 1 - Minute Timed Writing <p>Enrichment - Lesson 2</p> <ul style="list-style-type: none"> A. New - Key Reinforcement B. Short Phrases C. Clauses 	August 21, 2022 <ol style="list-style-type: none"> 1. Lessons due 2. Discussion video due
Week 2 August 22-28	<p>Video: Six Secret Keyboarding Techniques</p> <p>Lesson 3</p> <ul style="list-style-type: none"> A. Warmup B. The O Key C. The R Key D. The H Key <p>Skill building</p> <ul style="list-style-type: none"> E. Minimum-Change Practice F. New-Key Review 	August 28, 2022 <ol style="list-style-type: none"> 1. Lessons due 2. Discussion video due

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	<p>H. Clauses I. 1-Minute Timed Writing</p> <p>Enrichment - Lesson 3 A. New-Key Reinforcement B. Short Phrases C. Clauses</p> <p>Lesson 4 A. Warmup B. The I Key C. The Left Shift Key D. The , Key</p> <p>Skill building E. Minimum-Change Practice F. New Key Review G. Sentences H. 1-Minute Timed Writing</p> <p>Enrichment - Lesson 4 A. New-Key Reinforcement B. Short Phrases C. Sentences</p> <p>Lesson 5 A. Warmup B. The B Key C. The U Key D. The C Key</p> <p>Skill building E. Minimum-Change Practice F. New-Key Review G. Sentences H. 1 - Minute Timed Writing</p> <p>Enrichment - Lesson 5 A. New-Key Reinforcement B. Short Phrases C. Sentences</p>	
<p>Week 3 August 29- September 4</p>	<p>Video: Good Ergonomics - Correct Computer Posture</p> <p>Lesson 6 A. Warmup B. The Right Shift Key C. The W Key D. The M Key</p> <p>Skill building E. Word Building F. New-Key Review G. 1-Minute Timed Writing</p>	<p>September 4, 2022</p> <ol style="list-style-type: none"> 1. Lessons due 2. Discussion video due

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	<p>Enrichment - Lesson 6</p> <ul style="list-style-type: none"> A. New-Key Reinforcement B. Shift Key Practice C. Sentences D. Paragraph Typing <p>Lesson 7</p> <ul style="list-style-type: none"> A. Warmup B. The X Key C. The F Key D. The Tab Key <p>Skill building</p> <ul style="list-style-type: none"> E. Word Building F. New-Key Practice G. 1-Minute Timed Writing <p>Enrichment - Lesson 7</p> <ul style="list-style-type: none"> A. New-Key Reinforcement B. Correspondence-Finger Practice C. Sentences D. Paragraph Typing <p>Lesson 8</p> <ul style="list-style-type: none"> A. Warmup B. The Q Key C. The , Key D. The G Key <p>Skill building</p> <ul style="list-style-type: none"> E. Backspace-Key Practice F. New-Key Review G. Sentences H. 1-Minute Timed Writing I. Enrichment - Lesson 8 J. New-Key Reinforcement K. Vertical Reached L. Row Practice 	
<p>Week 4 September 5-11</p>	<p>Lesson 9</p> <ul style="list-style-type: none"> A. Warmup B. The V Key C. The Y Key D. The Z Key <p>Skill building</p> <ul style="list-style-type: none"> A. Space Bar Practice B. New-Key Review C. Sentences D. 1-Minute Timed Writing <p>Enrichment - Lesson 9</p>	<p>September 11, 2022</p>



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	<ul style="list-style-type: none"> A. New-Key Reinforcement B. Common Letter Combinations C. Paragraph Typing <p>Lesson 10 Review</p> <ul style="list-style-type: none"> A. Warmup B. Review: A-D C. Review: E-H D. Review: I-L E. Review: M-P F. Review Q-T G. Review: U-X H. Review: Y-Z, Comma, Period I. 1-Minute Timed Writing <p>Enrichment - Lesson 10</p> <ul style="list-style-type: none"> A. Review: A-E B. Review: F-J C. Review: K-O D. Review: P-T E. Review: U-Z F. Finish Lessons Pending <p>Skill building</p> <ul style="list-style-type: none"> G. 12 - Second Speed Sprints H. 2 - Minute Timed Writings I. 3 - Minute Timed Writings 	
<p>Week 5 September 12-18</p>	<p>Lesson 11</p> <ul style="list-style-type: none"> A. Warmup B. The “.” Key C. The “2” Key D. The “9” Key <p>Skill building</p> <ul style="list-style-type: none"> E. New-Key Review F. Progressive Practice Alphabet G. Technique Practice Hyphen H. 12-Second Speed Sprints I. 2-Minute Timed Writing <p>Enrichment Lesson 11</p> <ul style="list-style-type: none"> A. New Key Reinforcement B. Row Practice C. Paragraph Typing <p>Lesson 12</p> <ul style="list-style-type: none"> A. Warmup B. The “8” Kay C. The “5” Key D. The “ ’ ” Key <p>Skill building</p>	<p>September 18, 2022</p>

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	<ul style="list-style-type: none"> E. New-Key Review F. Sustained Practice: Capitals G. 2-Minute Timed Writing <p>Lesson 12 - Enrichment</p> <ul style="list-style-type: none"> A. New Key Reinforcement B. Alphabet Practice C. Paragraph Typing 	
<p>Week 6 September 19-25</p>	<p>Lesson 13</p> <ul style="list-style-type: none"> A. Warmup B. The "4" Key C. The "7" Key D. The "." key <p>Skill building</p> <ul style="list-style-type: none"> E. New-Key Review F. Pretest: Common Letter Combinations G. Practice: Word Beginnings H. Practice: Word Endings I. Post Test: Common Letter Combinations J. 2-Minute Timed Writings <p>Lesson 13 - Enrichment</p> <ul style="list-style-type: none"> A. New-Key Reinforcement B. Substitution Errors C. Paragraph Typing <p>Lesson 14</p> <ul style="list-style-type: none"> A. Warmup B. The "6" Key C. The "3" Key D. The / Key <p>Skill building</p> <ul style="list-style-type: none"> E. New-Key Review: 6, 3, and Slash Key F. Number-Key Review: 2, 4, 5, 7, 8, and 9 G. Technique Practice: Shift Key H. Progressive Practice Alphabet I. 2-Minute Timed Writing 	<p>September 25, 2022</p>
<p>Week 7 September 26- October 2</p>	<p>Lesson 14 – Enrichment</p> <ul style="list-style-type: none"> A. Number-Key Reinforcement B. Technique Practice: Backspace Key C. 12-Second Speed Sprints D. Paragraph Typing <p>Lesson 15</p> <ul style="list-style-type: none"> A. Warmup B. Number Key Review C. Punctuation Review 	<p>October 2, 2022</p>



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	<p>Skill building</p> <ul style="list-style-type: none"> D. Progressive Practice: Alphabet E. Technique Practice; Tab Key F. Technique Practice: Space Bar G. 2-Minute Timed Writing <p>Lesson 15 – Enrichment</p> <ul style="list-style-type: none"> A. Number-Key Reinforcement B. Alphabet Practice C. 12-Second Speed Sprints D. Paragraph Typing <p>Lesson 16</p> <ul style="list-style-type: none"> A. Warmup B. The & Key C. The \$ Key D. The 0 Key <p>Skill building</p> <ul style="list-style-type: none"> E. New-Key Review F. Paced Practice G. Technique Practice: Shift Key H. Progressive Practice: Shift Key I. Progressive Practice Alphabet J. 2-Minute Timed Writing 	
<p>Week 8 October 3-7</p>	<p>Lesson 17</p> <ul style="list-style-type: none"> A. Warmup B. The 1 Key C. The ? Key D. The @ Key <p>Skill building</p> <ul style="list-style-type: none"> E. New-Key Review F. Technique Practice: Backspace Key G. Map + Alphabet H. 2-Minute Timed Writing <p>Lesson 17 Enrichment</p> <ul style="list-style-type: none"> A. New-Key Reinforcement B. Number Practice C. Pretest: Close Reaches D. Practice: Adjacent Keys E. Practice: Consecutive Fingers F. Posttest; Close Reaches <p>Lesson 18</p> <ul style="list-style-type: none"> A. Warmup B. The % Key C. The (and) Keys D. The # Key <p>Skill building</p> <ul style="list-style-type: none"> E. New-Key Review 	<p>October 7, 2022</p>

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	<p>F. Progressive Practice: Numbers G. Technique Practice: Space Bar H. 2-Minute Timed Writing</p> <p>Lesson 18 Enrichment A. New-Key Reinforcement B. Number Practice C. Sustained Practice: Numbers D. Paced Practice E. Paragraph Typing</p> <p>Lesson 19 A. Warmup B. The “ Key C. The ! Key D. The * Key</p> <p>Skill building E. New-Key Review F. Map + Numbers G. Placement of Quotation Marks H. Paced Practice I. Technique Practice: Tab Key J. 2-Minute Timed Writing</p> <p>Enrichment Lesson 19 A. New-Key Reinforcement B. Pretest: Discrimination Practice C. Practice: Left Hand D. Practice: Right Hand E. Posttest: Discrimination Practice F. Paragraph Practice</p> <p>Lesson 20 – Review A. Warmup</p> <p>Skill building B. Number-Key Review C. Punctuation Review D. Symbol Review E. Map+: Symbols F. 12-Second Speed Sprints G. 2-Minute Timed Writing</p> <p>Enrichment Lesson 20 A. Sustained Practice: Symbols B. Technique Practice: Enter Key C. Number Practice D. Paragraph Typing</p>	

Subject to change without prior notice