BUS 156
KEYBOARDING: SPEED AND ACCURACY
1:15-2:20PM
M-TH
10/15-12/612012
(3 UNITS)
CRN: 10653

INSTRUCTOR
Angie T. Ruiz
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COURSE DESCRIPTION
Designed to teach the fundamental skills and knowledge of keyboarding. The student is introduced to the basic concepts of keyboarding production.

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 and analysis of the results of diagnostic tests.
4. To select appropriate practice lessons based on the results of the diagnostic tests.
5. To establish your particular skill-improvement goals.
6. To measure your overall skill-development progress at regular internals during the course.

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.

MATERIALS REQUIRED
Textbooks: Cortez Peters' CHAMPIONSHIP Keyboarding Drills, 4th Edition, Peter (No Photocopies) www.rent-a-text.com

121 Timed Writings, 7th Edition, Clayton (No Photocopies)

Materials: 1 USB

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

GRADING

Actual Speed	50%	60+ nwam	A
Progress	50%	50+ nwam	B
		40+ nwam	C (Credit)
		30+ nwam	D

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

ATTENDANCE/TARDY POLICY

Your presence in class is very important. The key to increasing your keyboarding speed is DAILY practice. Absences hurt your progress. The school catalog states that you can be dropped if your absences have exceeded the number of hours that the class meets per week.

Arriving late, leaving early or taking "extended" breaks will be counted as 1/3 of an absence. Therefore, three (3) of these instances will be equivalent to one absence.

OTHER POLICIES

- Work only on assignments for BUS 156 during class time.
- Food or drinks are not allowed in order to keep computer equipment in good running order.
- Be courteous to your fellow classmate.
- Please keep the noise down
- Cell phones to be off or silent.
- All work submitted for grading must be your own. Cheating will result in a double "F" for the assignment of an "F" for the course at the instructor's discretion.

COURSE OVERVIEW

Weeks	Subjects Covered
1 – 2 (9-10)	Speed/Accuracy Establish Weekly/Semester Goals Cortez Peters Program
3 – 6 (11 – 14)	Speed/Accuracy Micropace Pro Program
7 – 8 (15 – 16)	Speed/Accuracy Individualized Program

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Any student with a documented disability who may need educational accommodations should notify the Disabled Student Programs and Services (DSP&S) office as soon as possible. Room 2117, Mel Wendrick Access Center, 760-355-6312.

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