Basic Course Information

Semester	**Spring 2014**	Instructor Name	**Angie T. Ruiz**
Course Title & #	**BUS 156 Keyboarding: Speed and Accuracy**	Email	**angie.ruiz@imperial.edu**
CRN #	**20645**	Webpage (optional)	
Room	**801**	Office	**Room 811**

Class Dates	**01/21-05/16/2014**	Office Hours	**Jan 21-March 14**
			MW 8-8:30am
			    3:05-3:35pm
			T&TH 12:15-12:45pm
			F 3:30-4:30pm
			March 17-May 16
			MW 8-8:30am
			    1-3:00pm
			T&TH 12:15-12:45pm

Class Days	**T & TH**	Office Phone #	**(760) 355-6339**
Class Times	**8:00-10:05 a.m.**	Office contact if student will be out	**Frances Arce-Gomez, Staff Secretary**
Units	**3**	or emergency	**(760) 355-6361**

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 and 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 internals during the course.

Textbooks

Textbooks: **Cortez Peters' CHAMPIONSHIP keyboarding Drills, 4ᵗʰ Edition, Peter (No Photocopies) www.rent-a –text.com. ISBN 0-07-293625-8**

121 Timed Writing, 7ᵗʰ Edition, Clayton (No Photocopies) ISBN 0-538-97490-7

*Material***:**   **1 USB**

Course Requirements and Instructional Methods

<u>Out of Class Assignments</u>: 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 <u>and</u> 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

Assignments	25%		nwpm 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

- <u>Electronic Devices:</u> Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. Consider: specifics for your class/program
- <u>Food and Drink</u> are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- <u>Disruptive Students:</u> 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.
- <u>Children in the classroom:</u> Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- <u>Plagiarism</u> 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.
- <u>Cheating</u> 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.

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    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 Help – Discretionary Section and Language

- 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 760-355-6313 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.

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

BUS 156
Keyboarding: Speed and Accuracy
Course Outline

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**