

Basic Course Information

Semester:	Fall 2020	Instructor Name:	Raquel Garcia
Course Title & #:	DSPTS 050 Adaptive Keyboarding	Email:	raquel.garcia@imperial.edu
CRN #:	10854	Webpage (optional):	
Room:	Online	Office #:	2115
Class Dates:	TBA	Office Hours:	M-F 8:00-5:00
Class Days:	TBA	Office Phone #:	(760) 355-6316
Class Times:	TBA	Emergency Contact:	(760) 355-6313
Units:	1.0 Credit Unit		

Course Description

This course is designed to teach keyboarding basics to students with disabilities who must use adaptive computer technologies for successful access to computer hardware and software used for other mainstream basic skills support courses. (Nontransferable, AA/AS degree only)

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

A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- Demonstrate the ability to touch type 22 WPM with a maximum of two uncorrected errors per minute in a 3-minute timed test of copy writing (ILO1, ILO4).

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Show skill in using the touch typing method to key alphabetic keys.
2. Demonstrate skill in utilizing the touch typing method to key numeric keys.
3. Demonstrate skill in using the touch typing method to key symbol keys.
4. Show proper typing technique.
5. Show ability to touch type 22WPM (with 2 uncorrected errors or less) in a 3-minute timed writing.

Textbooks & Other Resources or Links

- Keyboarding application on computer lab computers.
- Other applications and hardware, as appropriate to individual student needs, available at the DSPTS computer lab.

Course Requirements and Instructional Methods

- Skill Demonstration
- Computer Assisted Instruction

- Discussion
- Individual Assistance
- Lab Activity

Course Grading Based on Course Objectives

- Students are required to complete 36 hours of logged lab time by 5:00 pm, December 8, 2020.
- Students must be able to log in and log out when entering and exiting the lab. Students may be dropped from the course without prior notification for falling behind on hours.

Attendance

Regular weekly attendance in the lab, starting the first week of the semester, is expected of all students. Students who do not log in during the first week may be dropped by the instructor. 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.

Classroom Etiquette

- **Food and Drink are prohibited in the lab. Please comply as directed by the instructor.**
- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away while in the lab, unless otherwise directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the lab. 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.

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 importance of acknowledging and safeguarding intellectual property. Students are expected to exercise academic honesty and integrity. Cheating, Plagiarism, or viewing inappropriate web sites will result in disciplinary action and this could include a recommendation for dismissal. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct.

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. 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 760-355- 6448.

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 760-355-5713.

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 100.

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.

Anticipated Class Schedule/Calendar

Students should have accrued a minimum of the following hours by the given dates:

Date or Week	Lab Hours Completed
End of Week 4	9 hours
End of Week 8	18 hours
End of Week 12	27 hours
End of Week 16	36 hours

There is also a week-by-week schedule posted in the computer lab.