

# Business Office Technology

## Beginning Keyboarding

### BOT 100 - Section 2100

#### Spring 2017

March 27 through May 20

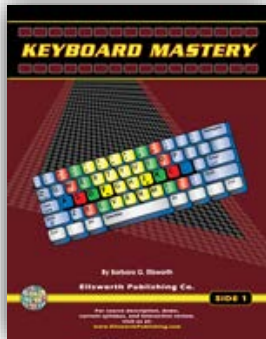
**Kathy Van Pelt**  
**BOT Associate Faculty**  
[kvanpelt@miracosta.edu](mailto:kvanpelt@miracosta.edu)  
[2educateyou.com](http://2educateyou.com)  
[Twitter.com/2educateyou](https://twitter.com/2educateyou)

**Course Location:** Online  
**Office Hours:** Online or by appointment

You may work on campus in these computer labs:

- Room 106 SEC
- HUB (Oceanside Library)

Access Code OR Textbook with Access Code required



BOT 100 is an online course with weekly deadlines. Students can choose to work from home or in one of the open computer labs on the San Elijo or Oceanside campuses. Students will complete assignments following the course timeline. The course is finished when all lessons are completed within the eight weeks. Success in a skill development course requires consistent practice. A skill is learned through repetition and practice for at least 15 to 20 minutes each day.

#### **Course Checklist:**

- Watch** the *Welcome* and *BOT 100 Syllabus* videos
- Submit** your contact info in Blackboard
- Download** your course syllabus in Blackboard
- Read** the entire syllabus...then read it again!
- View** the Orientation in Blackboard
- Take** the Orientation quiz on the first day of class
- Practice** keyboarding 15 to 20 minutes every day
- Course Requirements:**
  - o Blackboard:
    - o Contact info
    - o Orientation quiz
    - o Typing Techniques quiz
    - o Final exam
  - o Keyboard Mastery:
    - o Lessons 1 to 24
    - o Optional Timings #1 & #2
- Finish** all lessons by May 20, 2017

#### **Course Description:**

This is a beginning-keyboarding course for students who need to learn the alphabetic keys and basic keyboarding techniques. Finger placement and accuracy are emphasized, not speed. This class is offered Pass/No Pass only.

**Course Objectives:**

At the end of this course, students should be able to:

1. Demonstrate proper finger position on the keyboard.
2. Operate alphabetic keys by touch.
3. Key accurately without using the backspace key.
4. Identify correct posture and technique while keying.

**Course Materials:**

*KEYBOARD MASTERY On the Computer*, Barbara Ellsworth

Purchase **EITHER** the Keyboard Mastery access code **OR** the textbook/access code from the MiraCosta College Bookstore or Keyboarding Online (Ellsworth Publishing). When the class is over, you can download a copy of the program on your computer if you still have your access code. **If you do not purchase an access code or textbook/access code, you will be dropped from the class.**

**Cost:** [MiraCosta College Bookstore](#)

- Textbook/access code: \$45.55, plus sales tax and \$7.50 to have the book shipped to your home
- Access code: \$34.80, plus sales tax and \$7.50 to have the book shipped to your home

**Cost:** [Online Keyboarding](#)

- Textbook/access code: \$42.99, plus sales tax and \$7.50 to have the book shipped to your home
- Access code: \$32.00, plus sales tax and \$7.50 to have the book shipped to your home

**PLEASE NOTE:** If you purchase a textbook from an online textbook supplier, BE SURE IT HAS A VALID ACCESS CODE. If not, you'll have to supplement your book purchase by purchasing the online access code from MiraCosta.

**Student Learning Outcomes:**

1. Demonstrate the ability to touch type using correct finger placement by achieving 98-100% accuracy on all drills.
2. Demonstrate proficiency in accuracy achievement and speed building by comparing and contrasting each skill exercise with previous results.
3. Apply proper techniques to avoid muscle strain, eyestrain, and fatigue to maintain proper positioning at the computer to meet accuracy standard of 98-100%.

**Important Dates:**

Last day to drop with no grade on permanent record and a refund..... April 1  
 Last day to drop with "W" ..... May 6  
 Last day to submit assignments ..... May 20

**Policies:**

1. Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class are encouraged to contact Disabled Students Programs & Services as soon as possible to ensure that such accommodations are implemented in a timely manner. Their phone number is (760) 795-6658, and they are located in Building 3000 Student Services, Room 3009, adjacent to Parking Lot 3C.
2. Students who have not consistently submitted assignments during the semester may be dropped on or before May 1, 2017.
3. Students should be aware of the MiraCosta plagiarism statement in the catalog. A submitted assignment, which is determined to be the work of a person other than the student, will receive no credit.

**Contacting the Instructor**

BOT Associate Instructor:	Kathy Van Pelt
Email address:	<a href="mailto:kvanpelt@miracosta.edu">kvanpelt@miracosta.edu</a>
Personal Website	<a href="http://2educateyou.com">http://2educateyou.com</a>
Office hours:	Online or by appointment
Telephone:	(760) 944-4449 x 8968 (voice mail)

When contacting the instructor through email, please identify the purpose of your email in the SUBJECT line along with the course and your name. Here is an example of how you should key the subject: BOT 100 QUESTION - Susan Smith. The instructor will respond within 48 hours on Monday through Friday.

**Blackboard**

The course syllabus can be found on the Blackboard site along with a list of your weekly assignments and FAQs. To log in to Blackboard, go to <http://blackboard.miracosta.edu> or use the *Blackboard* link on the MiraCosta home page, and log in using your Surf ID and password. You may also download the syllabus from my [2EducateYou website](#).

Your Blackboard username is your SURF ID (starting with the w), and your password is your SURF Password. This is the same SURF ID and SURF Password you use to register for classes at MiraCosta College. If you do not have access to the Internet at home, you may use one of the computers in the MiraCosta College library on the Oceanside or San Elijo campuses.

If you need help logging into Blackboard, please contact the MiraCosta Student Help Desk Online Tech Support by phone at (760) 795-6655, **or** email at [StudentHelp@miracosta.edu](mailto:StudentHelp@miracosta.edu), **or** online at <http://www.miracosta.edu/studentervices/StudentHelp/>.

You must have a valid email address registered with Surf to receive the course announcements and email messages from the Blackboard site and me. If my email messages to you are returned, I may drop you from the class. If you are not getting my messages, please check your junk mail.

## Submitting Assignments

Your weekly Keyboard Mastery assignments are shown in Blackboard. All Keyboard Mastery lessons and timings are saved online, and the Instructor will review them online at the Keyboard Mastery Website.

The Contact Info, Orientation Quiz, Keyboarding Techniques Quiz, and Final Exam are found in Blackboard and submitted by you to the instructor in Blackboard.

## Grading

This is a Pass/No Pass course. Students will receive a grade of PASS if all 24 lessons, Optional Timings #1 and #2, the Contact Info, Orientation Quiz, Keyboarding Techniques Quiz, and the Final Exam are completed before May 20, 2017. Note that the timings are **NOT** OPTIONAL. This is simply the name of the timings in the program. **The two timings must be completed to receive a passing grade.**

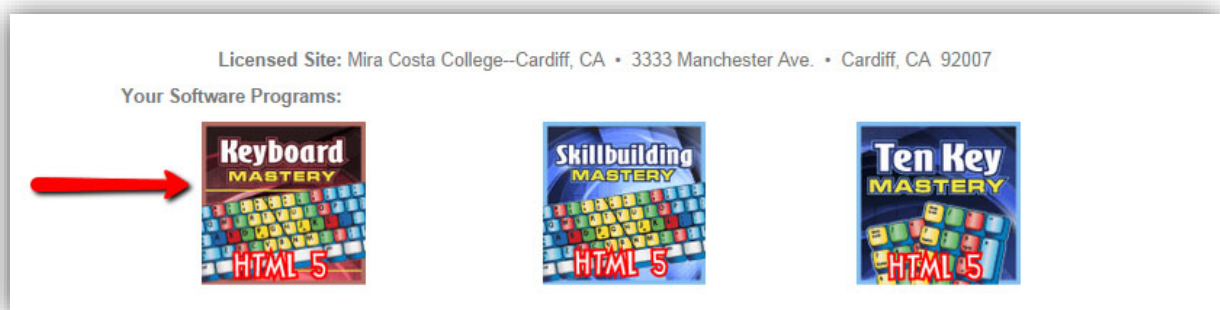
**Final keyboarding speed does not determine your grade.** Students who can achieve a speed of 40 wpm or more after Lesson 11 can arrange with the instructor to test out by completing the two timings with a score of at least 40 wpm with 5 or less errors.

## Getting Started

You access the Keyboard Mastery program online with a browser. You **must** purchase either the access code or the textbook/access code package to use the Keyboard Mastery program.

Instructions to log in to the Keyboard Mastery program:

1. Open a browser window.
2. In the browser *Address bar*, type: [keyboardingonline.com/login](http://keyboardingonline.com/login).
3. Make sure that *Select your role* is set to **Student**.
4. Type the *School Login*, which is **mira**.
5. Click the **Sign In** button to open the Keyboarding Online window.
6. Click the **Keyboard Mastery** icon.



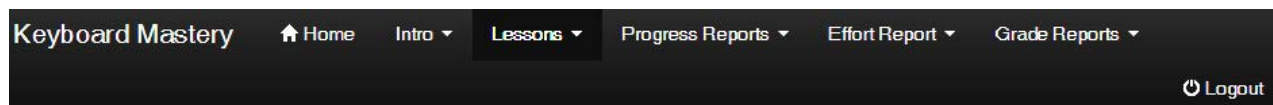
7. Click **2017 Spring - 2100** from the Class List, and then select your name.
8. Type your **Password** which is your MiraCosta Surf ID starting with a lowercase **w** and click **Login**.

- The screen shown below will open. The options you'll use most often are Lessons Menu, Optional Timings, and Progress Reports.



- First click on **User Info** then enter your contact information. **DO NOT CHANGE YOUR PASSWORD.**
- Save your changes.

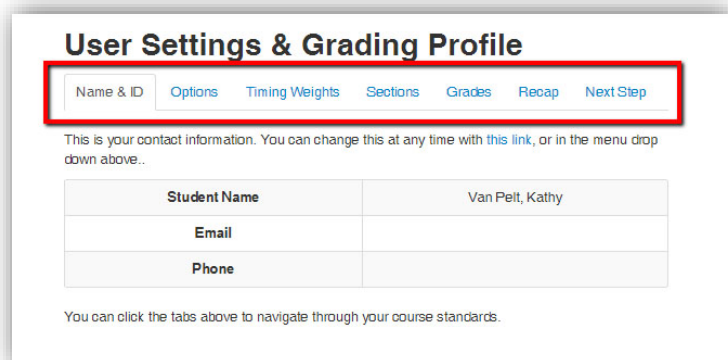
Periodically, you may see the Keyboard Mastery toolbar, which looks like this:



Each one of the Keyboard Mastery menu icons is explained below.

**Setup**

- The course standards have been entered in the Setup menu by the instructor. After clicking the **Setup icon**, click the tabs to review your course standards.
- Make note of the number of errors allowed for each drill. This is important to know so that you can restart a drill if you have exceeded the number of errors allowed. **The backspace key has been disabled. You cannot correct errors by backspacing; you need to restart a drill if you exceed the allowed errors.**



Name & ID Options Timing Weights Sections Grades

Recap Next Step

These are the options set for the different timing lengths. For more information about a feature, hover over the title/

Timing Length	Errors Allowed	Correction Blocked	Blackout Timing View
15-Second	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30-Second	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1-Minute	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2-Minutes	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3-Minutes	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4-Minutes	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5-Minutes	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Spaces after punctuation (. : ? !):  
One Space

Timer timeout (seconds): 5

Advanced Options

### Introduction



Read and follow the prompts and complete all 11 steps. This is a tour of the program. You'll practice your typing in Steps 4, 5, 6, and 8. In Step 9, you'll learn about your Progress Report.

### Getting Started

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11

#### The **S.E.C.R.E.T.** to successful keyboarding skills!

**S** **SIT** upright, arms and wrists straight.

**E** Keep your **EYES** on the copy.

**C** Use **CORRECT** fingers:  
Always press the keys with the correct finger. Keep your 'J' finger on the 'J' key when you depress the 'enter' key.

**R** Keep a reasonable **RHYTHM**.

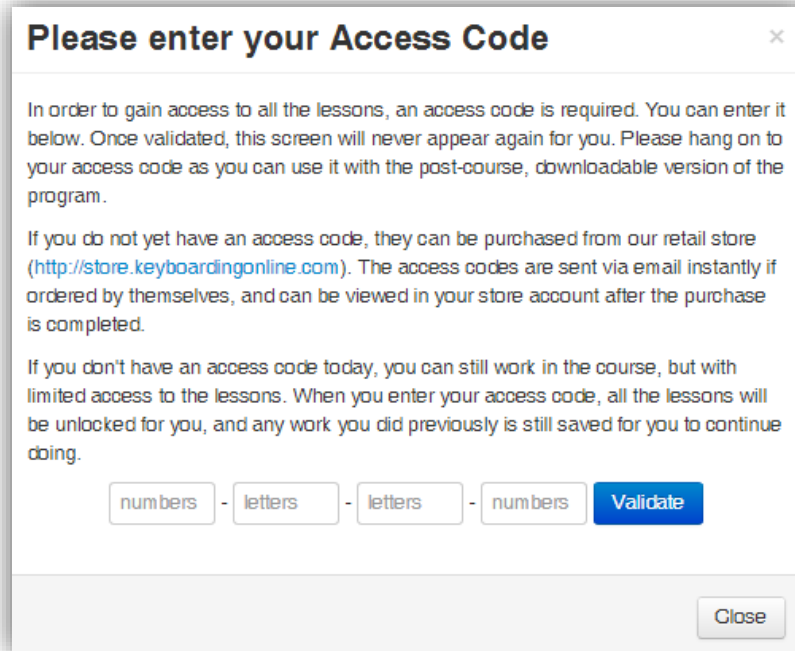
**E** Eliminate **ERRORS** properly:  
If your instructor allows error correction, keep your 'J' finger on the 'J' key while your little finger depresses the 'backspace' key.

**T** **TAP** your keys as if they were hot!

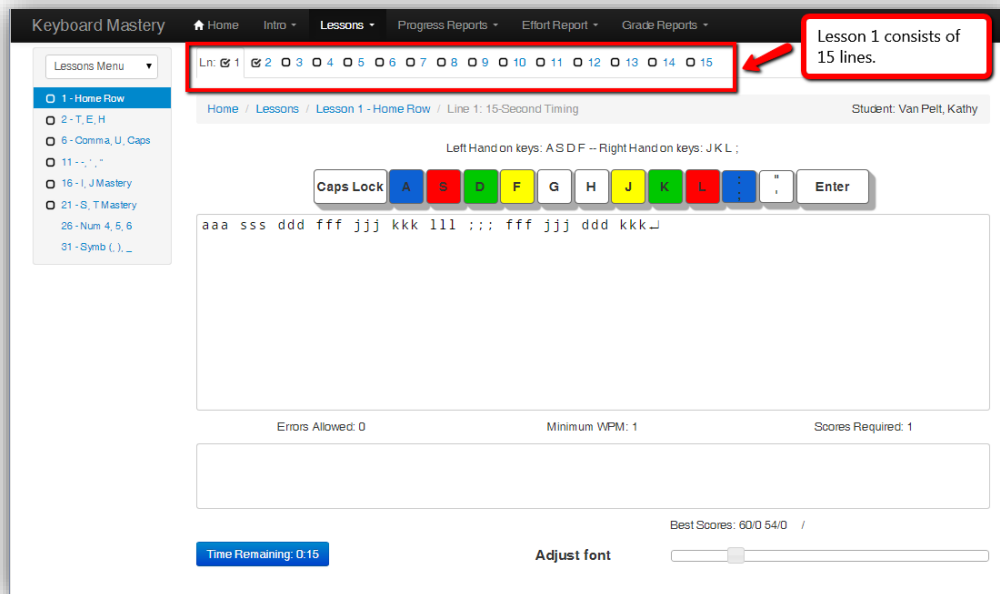
Keyboarding is a repetition skill. The more practice time you devote, the better you will become (speed & accuracy). Use this S.E.C.R.E.T. as a guide and you will excel!

**Lessons Menu**

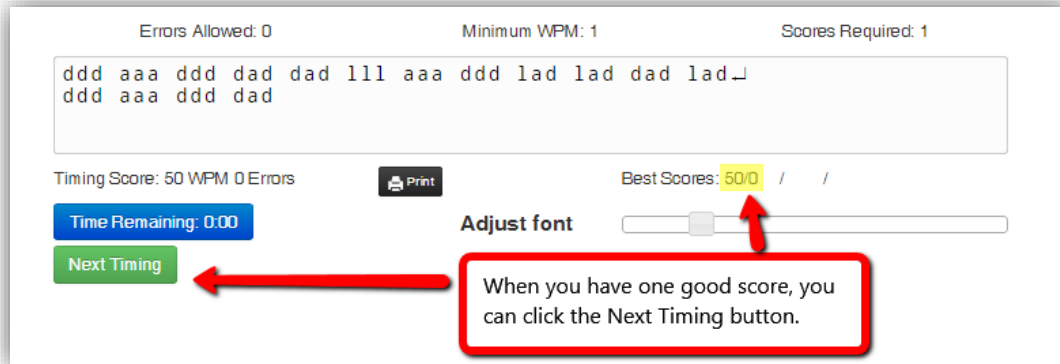
1. Click the Lessons Menu icon. If the *Please enter your Access Code* dialog appears, type your code in the *Access Code* text boxes and click **Validate**. If you don't have an access code, click the **Close** button in the dialog box, which will give you access to the first two lessons.



2. Line 1 of Lesson 1 appears on the screen. Lesson 1 consists of 15 lines; but most lessons consist of 18 lines or 18 exercises.



- If you have a textbook, open your textbook to Lesson 1 and begin keying Line 1 from your book. If you've not using a textbook, click in the lower window and type the text displayed in the upper window.
- The timer begins when you type the first letter. Continue typing until the Timer stops. If you pause, you'll be timed out and will have to type the line again.
- If you "mess up" and want to begin the exercise again, click the **Time Remaining** button at the bottom of your screen.
- If you are able to complete the line within the error limit, you may advance to the next line.
- If you make too many errors, you'll need to type the line again until you can stay within the error limit. Do NOT press the Next Timing button until you have at least one good score.
- Although the textbook says you need to complete each line 3 times, you may complete each line ONE TIME as long as you don't exceed the number of errors allowed for the timing. If you find a line particularly difficult, feel free to repeat the line multiple times.



Although the program includes 33 lessons, you'll do Lessons 1 through 24 for this class.

### Optional Timings (**they are required...not optional!**)

- Click the **Optional Timings** icon to open the timings menu. **Timings #1 and #2 are required.** You'll do the timings after you finish Lessons 1 through 24.
- If you have a textbook: Pages E-2 and E-3 in your textbook contain the text for the timings.
- Indent paragraphs by pressing the TAB key. This will start the timer. Space once after all punctuation. Strike ENTER two times between paragraphs.
- If you do not follow the above formatting directions, you will have errors on the timings.

### Progress Report

The Instructor will view your online Progress Report weekly to check your progress. Use the **Progress Report** icon to view a Simple Report showing your scores. If scores do not appear, your timings had too many errors and the speeds were not recorded.



## Grade Report

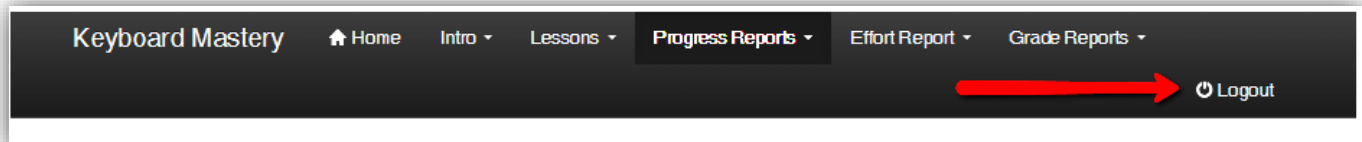
Use the **Grade Report** icon to display a Current Grade Report or a Final Grade Report. Remember, **this is a Pass/No Pass class**, even though the Grade Report shows a letter grade.

## Message Center

If the instructor has sent you a message through the Keyboard Mastery *Message Center*, the message screen will appear when you log into the Keyboard Mastery program. Tips and suggestions may be sent through the Message Center or via email through Blackboard. You can respond to a message sent through the Message Center by typing your response and clicking SEND. Tips and suggestions may be sent through the Message Center or via email through Blackboard.

## Logout

Use the **Logout** link in the Keyboard Mastery menu in the top right corner of the page to logout of the Keyboard Mastery program.



### When you have completed all the required lessons and timed writings:

- Please notify the instructor by email.
- Your instructor will view your Progress Report from the Internet.
- The instructor will email your certificate of completion including your final speed.
- You can download the program to your home computer from the Ellsworth website at <http://www.keyboardingonline.com/desktop.php>
- THERE IS NO BUY BACK FOR YOUR TEXTBOOK.