Business Office Technology
Ten Key
BOT 102 - Section 2036
Fall 2016
October 17 through December 10

Kathy Van Pelt
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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 102 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 *Getting Started with BOT 102* video
- ☐ **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 Final exam
  - o Ten Key Mastery:
    - o Lessons 1 through 27
    - o Employment Tests (Lessons 25 through 27)
    - o Optional Timings 1 through 6
- ☐ **Finish** all lessons by December 10, 2016

Course Description

This course teaches the numeric keypad emphasizing speed and accuracy. Proficiency on three employment tests help students meet current employment standards. Pass/No Pass only

Course Objectives

After completing this course, the student should be able to:
1. Enter numeric data by touch using the 10-key pad.
2. Key a minimum of 6000 ksph (keystrokes per hour) with 95% accuracy (only 1 error allowed in each exercise).
3. Complete three (3) employment tests with 95% accuracy.

Course Materials

Ten Key Mastery, Barbara Ellsworth, Ellsworth Publishing

Purchase **EITHER** the textbook/access code package **OR** just the access code from the MiraCosta College Bookstore. When the class is over, you can download a copy of the program on your computer as long as you have a copy of 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: $41.99, plus sales tax and $7.50 to have the book shipped to your home

- Access code**:** $31.00, 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 95% 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 95%.

Important Dates

Last day to drop with no grade on permanent record and a refund. .... October 21
Last day to drop with "W" .... November 28
Last day to submit assignments .... December 10

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 will be dropped on November 22, 2016.

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:	kvanpelt@miracosta.edu
MCC Web site	http://www.miracosta.edu/home/kvanpelt
Personal Web site	http://2educateyou.com
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: QUESTION BOT 102 Susan Smith. The instructor will typically respond within 48 hours 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 and log in using your Surf ID and password; or click the *Blackboard* link on the MiraCosta home page, and then click the *Login to Blackboard* button 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, **or** online at   http://www.miracosta.edu/studentservices/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 Ten Key Mastery assignments are shown in Blackboard. All Ten Key Mastery lessons and timings are saved online, and the instructor will review the lessons and timings

from the Ten Key Mastery Web site. You will complete 27 lessons and 6 timed writings online with the Ten Key Mastery program.

The orientation 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 Ten Key Mastery Lessons 1 through 27 and Optional Lessons 1 through 6 are completed three times, and the orientation quiz and the final exam are successfully completed on or before December 10, 2016. Note that the timings are **NOT** optional. This is simply the name of the timings in the program.

Getting Started

You access the Ten Key Mastery program from the Internet. You **must** purchase either the textbook/access code package OR an online access code to log in to the Ten Key Mastery website.

Instructions for logging in to the Ten Key Mastery program:

1. Open a browser window.
2. In the browser *Address bar*, type: 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 ***Ten Key Mastery*** icon.

7. Click ***2016 Fall*** from the Class List, and then select your name.
8. Type your ***Password*** which is your MiraCosta Surf ID starting with a w and click **Login**.
9. The screen shown below will open. The options you'll use most often are Lessons Menu, Optional Timings, and Progress Reports.

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

11. Save your changes.

Periodically, you may see the Keyboard Mastery toolbar, which looks like this:
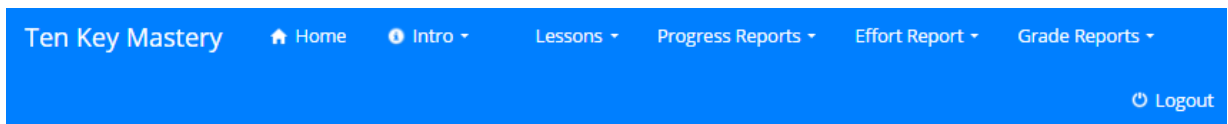
Each one of the Keyboard Mastery menu icons is explained below.

Setup

The course standards have been entered in the Setup menu by the instructor. After clicking the **Setup** icon, click the tabs (Accuracy, Sections, Grades, Recap, and Next Step).

Introduction

Read and follow the prompts to find the **Secret** to successful data entry skills; and complete all eight steps in this section.
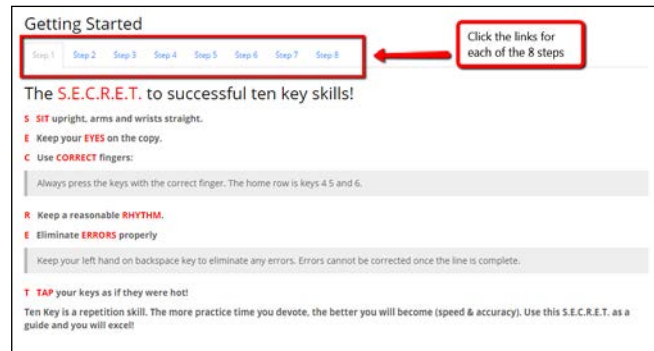

Lessons Menu

1. Click the **Lessons Menu** icon. If the *Please enter your Access Code* window 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. On the left side of the screen are links to each one of the lessons. You can access Lessons 1 through 24 with the Lessons Menu icon after you are entered your access code in the *Please enter your Access Code* window. In the example below, Lesson 1 is selected.

3. Type the first number highlighted in blue then press ENTER. Repeat this process and continue typing until the timer stops. If you have a textbook, see page B-4.

4. The timer begins when the first key is pressed. If you "mess up" and want to begin the lesson again, click the **Time Remaining** button at the bottom of your screen.

5. **You must complete each lesson THREE TIMES before moving on to the next lesson.** If you have less than 95% accuracy, the lesson will not be saved. While you are keying, a red box will appear around an error. If you have more than one red box, you'll need to do the timing again.
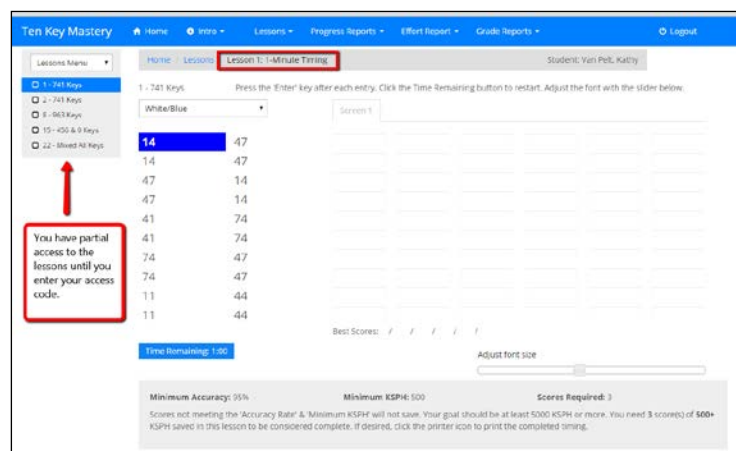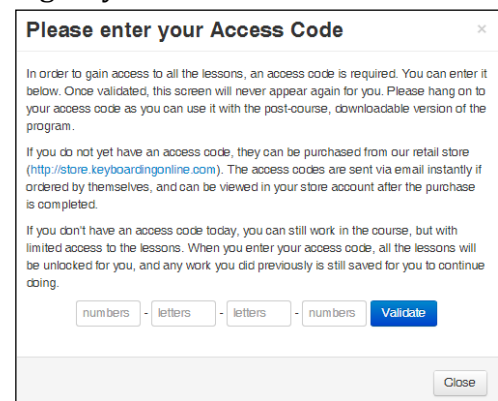
You may use the Backspace Key to correct an incorrect keystroke before you press the Enter key. Once the number is entered with the Enter key, you cannot change the number.

Lessons Menu (Optional option)

1. The Lessons Menu icon gives you access to Lessons 1 through 24 and to the Optional Lessons. To switch from the Standard lessons to the Optional Lessons (timings), click the Lessons Menu list arrow and choose **Optional** as shown in this example.

2. Optional lessons: After lessons 9, 19, 22, 23 25 and 26, you will complete one of the Optional lessons (timings).
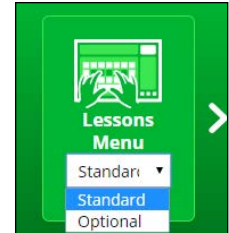
> Complete lesson 9   proceed to optional lesson #1
>
> Complete lesson 19   proceed to optional lesson #2
>
> Complete lesson 22   proceed to optional lesson #3
>
> Complete lesson 23   proceed to optional lesson #4
>
> Complete lesson 25   proceed to optional lesson #5
>
> Complete lesson 26   proceed to optional lesson #6

Employment Tests

Use this option to do Lessons 25, 26, and 27. These tests may take you longer to finish than the Standard and Optional lessons.

Progress Reports icon

Click the **Progress Reports** icon to view a **Simple Report** of your progress. You should see your scores displayed. If there aren't any scores, your timings had errors in them and scores were not recorded. NOTE: You can also use the Progress Reports link in the Ten Key Mastery menu bar as shown below:

Ten Key Mastery	🏠 Home	❶ Intro ▾	▦ Lessons ▾	Progress Reports ▾	Effort Report ▾	Grade Reports ▾	⏻ Logout

Grade Reports

Use the **Grade Reports** icon (or the Grade Reports link in the Ten Key menu bar) 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 Ten Key Mastery *Message Center*, the message screen will appear when you log into the Ten Key Mastery program. 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 top right corner of the page to logout of the Ten Key Mastery program.

When you have completed all the required lessons:

- 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://keyboardingonline.com/. For help, watch the video tutorial explaining this process at http://youtu.be/MegVvufnh2Q.

- THERE IS NO BUY BACK FOR YOUR TEXTBOOK.