Welcome to PDS162 (CRN 33617)
Introduction to Beginning Keyboarding
9 weeks (3/23-5/22/20)

Dear Student:

Welcome to distance education at Cuesta College and Introduction to Beginning Keyboarding. My name is Amity Perry and I will be your instructor for this course. This letter is to inform you of some important details prior to the start of this spring 2020 class.

Instructor Contact Information

Instructor: Amity Perry
Phone: 546.3100 x7248 (voicemail), 462.7090 cell
Email: amity_perryboada@cuesta.edu or amityperry@sbcglobal.net

Course Overview

This course introduces typing fundamentals, keyboard use, and speed and accuracy drills. KEYBOARD MASTERY is a textbook designed for very beginners, or experienced typists who want to increase typing speed and accuracy to employable levels of 50+ wpm – the objective of this course. This is a self-paced course and students are encouraged to meet the speed and accuracy goals in each exercise before continuing on to the next one. Students will have 15-second, 30-second, and 1-3 minute timings. There are approximately 500 timed exercises that are automatically scored and those that meet the accuracy rate are recorded to the Progress Report. The Progress Reports (Simple and Comprehensive) show the average wpm for all completed lessons and is available at any time throughout the course to help students evaluate their progress toward their goal wpm. The Current Grade Report shows your goal grading scale (determined after Lesson 3 is completed).

Are you wondering how successful you may be at a distance education course? Take the Self-Assessment Survey at http://www.cuesta.edu/student/aboutacad/distance/survey.html.

This course is taught using Canvas. This is a Web-based tool used to facilitate teaching an online class. This platform provides the framework for the PDS162 class including discussion forums and a grade book. Using the communication tools, you can communicate using e-mail, and you can share materials and ideas with other course participants via the discussion board.

Student Learning Outcomes

- Learn to use proper keyboarding techniques using the home-row as a starting point and moving to the various keys on the keyboard without looking.
- Understand the importance of maintaining good posture while using the keyboard.
- Understand what ergonomics is and why it is considered important in the workforce.
- Successfully learn all the letters of the keyboard.
Class Requirements

You will need to have access to the World Wide Web. Please purchase your keyboardonline access code prior to the first day of class. The access code is available at this link for $33 - https://store.keyboardingonline.com/.

Keyboard Mastery
Author: Barbara G. Ellsworth
Publisher: Ellsworth Publishing
http://www.ellsworthpublishing.com

Textbooks are shrink wrapped and have an access code printed on the back of the easel of the textbook. The code can be used ONLY ONCE to get in the Internet class. YOU DO NOT NEED THE BOOK to complete the typing lessons. Some students prefer to have a hardcopy of the text if front of them so they purchase the book. All text to type is on screen so MANY JUST PURCHASE AN ACCESS CODE.

DO NOT INSTALL THE TEXTBOOK SOFTWARE ON YOUR HOME COMPUTER!

ALL OF THE LESSONS ARE ON THE INTERNET AND YOUR PROGRESS WILL BE RECORDED TO MY ONLINE GRADE BOOK.

Computer Requirements

The browser requirements and minimum qualifications required for this class are detailed in the following link: http://www.cuesta.edu/student/aboutacad/distance/faqs_technical.html.

First Assignment & Accessing Canvas

This course is based on the online assessment program created by the publisher. You will be given diagnostic tests to meet your individual needs. I will be monitoring your progress and giving you consistent grade progress reports. All coursework will be designed for the individual typist. I will be determining your skill level and your goal after Lesson 3 is completed.

Your first assignment is to log into the class at Canvas https://cuesta.instructure.com (must use “s” after http).

- Your login ID is the same as your my.Cuesta login (typically your firstname_lastname).
- Your password is the same as your my.cuesta login.

There is nothing for you to mail or hand in. I can view your Progress and Grade Reports from the Internet; therefore, you won’t have to turn anything in. Don’t procrastinate getting started and be sure you finish the course within the time allotted.
At the end of the course, when you have completed all the lessons, check your Final Grade Report. If you are not satisfied with the grade, you may redo any exercise to improve your grade. A higher score on a timing will replace the lower score on your Progress Report, which will improve the grade on your grade report.

If you are not familiar with logging into Canvas, please refer to the Canvas Quick Reference Guide. Once logged into Canvas you will be directed on where to get started. Be sure to read all the directions on the course home page.

If you are having difficulty logging into Canvas after class begins and need assistance please email me or technical support at support@my.cuesta.edu. Technical Support: http://www.cuesta.edu/student/aboutacad/distance/technical_support.html

College Policies
Each student is required to follow all school guidelines and comply with all school deadlines including personal responsibility for adding and/or dropping this class. Drop dates are available on the academic calendar. Each student is responsible for obtaining updates or changes to the syllabus and/or assignments for the course.

Accommodations:
This course is designed using an accessible Learning Management System, and course materials have been created with ADA compliance in mind. If you have a disability and might need accommodations in this class such as extended time on exams or other resources. Please contact the instructor as soon as possible so that you can receive appropriate accommodations in a timely manner. You should also contact DSPS (Disabled Student Programs & Services) at 805-546-3148 or http://www.cuesta.edu/student/studentservices/dsp/index.html

Academic Honesty:
Students are responsible for being aware of and complying with the Academic Honesty Policy (refer to Cuesta College Schedule or Cuesta College Catalog). At the discretion of the instructor, students being academically dishonest (submitting another student’s work as your own, e.g. copying a computer file that contains another student’s work) will be dropped from the course. If the drop deadline has passed, students will receive a failing grade in the course. In addition, a “Student Incident Report” will be filed with the Vice President of Academic Affairs office.

All students attending San Luis Obispo County Community College District at any district site and when representing Cuesta College in any off-campus activity, assume an obligation to conduct themselves in an acceptable manner compatible with the Student Code of conduct. Please review the Cuesta College Student Code of conduct at: https://go.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=A2SMMY5BC350

Add / Drop Policy
Please review the Cuesta policy for drops

- Add Policy:
  http://www.cuesta.edu/student/studentservices/admrreg/arpolicies/addcourse.html
- Drop Policy:
  http://www.cuesta.edu/student/studentservices/admrreg/arpolicies/dropcourse.html

Students who are not actively completing assignments will be dropped by the instructor and denied access to Canvas.
Waitlist Policy
Please review Cuesta’s waitlist procedure and instructions:
http://www.cuesta.edu/student/studentservices/admrreg/arpolicies/Waitlist.html

If you have any further questions prior to the first day of class, please feel free to email me at amity_perryboada@cuesta.edu.

Thank you,
Amity Perry