

YVC
Information Technology/Business Technology Programs
Crosswalk Plan for Course Challenge Exam:
“35 wpm IT Keyboarding Proficiency”

This document is subject to updates by YVC; consult an IT Program Advisor for details.
 (page last updated 2/6/2020)

What is the “35 wpm Keyboarding Proficiency” requirement for the IT Program?

Students who are working towards an YVC Information Technology (IT) degree are required to demonstrate keyboarding proficiency as identified by the below two objectives:

- complete a three-minute timed write with at least 35 words per minute (wpm) with a total of three (3) or fewer errors.
- demonstrate correct keyboarding technique during the timing:

Position in the chair: sitting up , lower back is supported.

Position of keyboard: sitting even with front of desk; at a comfortable height.

Position of mouse: on the pad at the side of the keyboard.
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Centers the body opposite of keyboard (centered with the J key).
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Leans forward slightly from the hips with the base of the spine touching the back of the chair and feet flat on the floor.
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Keeps elbows alongside the body in relaxed position.
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Curves fingers naturally over the home position, with the back of the hand at the same angle as the keyboard.
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Keeps forearms horizontal and raises hands slightly when typing so that wrists do not touch the keyboard while typing. Wrists low but not resting.
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Makes quick, snappy strokes using the correct fingers.

Returns the finger immediately to the home position or moves to the next position after each stroke.

Operates all keys by touch, keeping the eyes on the copy most of the time while typing (does not look at keyboard).
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How can I meet the “35 wpm Keyboarding Proficiency” requirement for the IT Program?

1. successfully complete BT 101, Beginning Keyboarding
2. complete the course challenge exam

How do I know if I should attempt the course challenge exam or enroll in the Beginning Keyboarding class?

BEFORE CONTINUING THROUGH THIS DOCUMENT: Complete a three-minute timed keyboarding test to identify your keyboarding skill (using a site like <https://www.typing.com/>, <https://www.nitrotype.com/>, <https://thetypingcat.com/>, <https://typingtest.com> on a computer in the open lab or at your home). Also, check your ability to demonstrate correct keyboarding technique as identified above. Then, keep reading this document to learn about the two options available for meeting the keyboarding proficiency requirement.

Option 1: You are certain you are not able to meet the “35 wpm IT Keyboarding Proficiency” requirements (identified above):

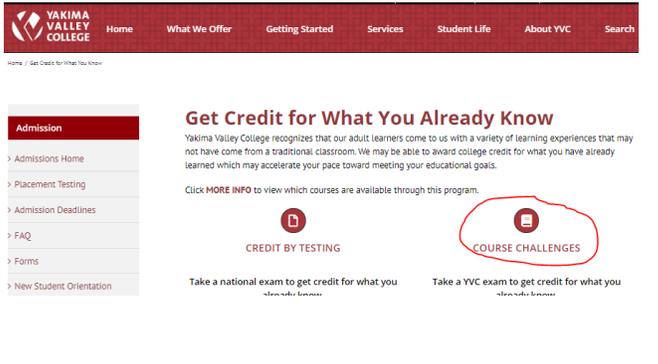
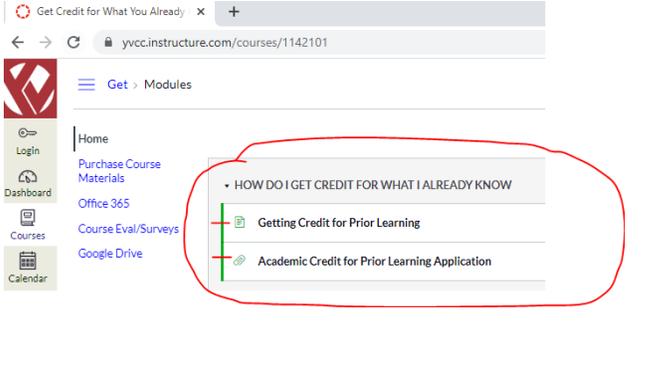
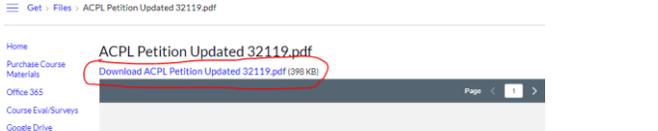
1. Register for BT 101, Beginning Keyboarding.

Option 2: You believe your keyboarding skill is near 35 wpm or you do not know your current keyboarding skill:

1. Meet with your IT Program Advisor and provide either a picture or printout of the results screen from the completed three-minute keyboarding test (see page one).
2. Your advisor will determine with you how to proceed. Your advisor will recommend either option one above OR if your results from step one above indicate 35 wpm or better for a three-minute timed keyboarding test, your advisor will complete with you the following process.

The below information is only for those students who have met with their IT Advisor and have been recommended to complete the course challenge exam.

The process for completing forms, payment, etc., must occur at least three business days prior to the scheduled test date.

<ul style="list-style-type: none"> • Visit YVC’s “Get Credit for What You Already Know” webpage at: https://www.yvcc.edu/admissions/get-credit-for-what-you-know/ and you’ll see the image to the right appear • <i>Before continuing, please look at your computer screen and prepare to click on the “COURSE CHALLENGES” item that is circled in red in the image to the right.</i> 	
<ul style="list-style-type: none"> • The Canvas page that is provided to you (see the image on the right) does not require a log in. <ul style="list-style-type: none"> ○ Please note the red circle on the image to the right. Click on “Getting Credit for Prior Learning” and review the policies and procedures. • Return to the page you see to the right and click on “Academic Credit for Prior Learning/Application”. 	
<ul style="list-style-type: none"> • Click on the “Download” (as seen in the image to the right) option, then open the file you downloaded, and print the file. 	

Please follow the directions on the next page to proceed.

Please follow these directions after you have followed the directions on pages one and two of this document

On the “Academic Credit for Prior Learning” application you printed using the directions on page two of this document:

1. At the top of the document:
 - a. complete the student information (Student ID Number, Last Name, First Name, Middle Initial)
 - b. read all of the directions.
 - c. the “35 wpm IT Keyboard Proficiency” is NOT a “Course Crosswalk”, so the section at the bottom of the page titled “Certification/Document Release Authorization (Course Crosswalks Only)” does not need to be completed nor does the bottom of page one need to be signed.
 - d. review page two of the “Academic Credit for Prior Learning” application and review the statement at the top of that page, then sign and date where directed. **Do not complete any other areas of the form as you will need to have a faculty member complete the rest of the form with you.**
2. Schedule an appointment with or visit your IT Program Faculty Advisor and take the completed “Academic Credit for Prior Learning” application to the meeting.
 - a. Your IT Program Faculty Advisor will complete the “Course(s) To Be Challenged (Completed by Faculty)” area of the form with the following information:
 1. **“Course(s) To Be Challenged (Completed by Faculty)”**:
 1. **Course:** BT 105;
 2. **Item #:** (current quarter item # that is provided by BT faculty);
 3. **Type of ACPL:** CLG; **Credits:** 1; **Grade:** TBD; **Fees:** \$25
 - b. Under the heading “Faculty Program Advisor”, your IT Program Faculty Advisor will sign and date the area of the form titled “ACPL Faculty Contact Signature”.
 - c. Your IT Advisor will identify to you the contact information for the BT Faculty member who will be conducting the exam.
3. Now, you are ready to visit the Cashier and pay the fee. The Cashier will not accept the fee unless the areas of the form are completed as identified above. The fee is a non-refundable course challenge transcription fee of \$25 for the one-credit. The cashier will provide validation of your payment in the “Cashier Office Validation” area on page two. The cashier will return the validated form to you. The payment of \$25 (non-refundable) is for one attempt at the challenge exam. You may wish to make a copy of both sides of the form after is marked paid.
4. Three business days prior to the challenge exam date (which is tentatively planned for the eighth week of each quarter), you will need to take the above referenced validated form to the BT Faculty Member who will be conducting the exam so the BT Faculty member may know to expect you at the next testing opportunity.
5. Continue with the steps identified on the next page...

The “35 WPM IT KEYBOARDING PROFICIENCY” Test Process

1. When you arrive to your test appointment, you will need to present your YVC Student ID.
2. You will have one opportunity to “warm-up” by doing a practice three (3)-minute timed write. Then, you will have two opportunities to meet the criteria identified above (please refer to the section above titled “*The “35 WPM IT KEYBOARDING PROFICIENCY” Criteria*”). The recording process will follow the procedures identified on the two pages identified earlier, found at <https://yvcc.instructure.com/courses/1142101>:
 - a. If the test is passed, the BT faculty member will sign the section titled “Instructor that Administered the Challenge Examination Signature”, make a copy of the form for you, and forward the completed form to YVC’s Office of Registration and Records. Successfully passing the test will result in an “S” grade recorded for the course titled “**BT 105: 35 wpm IT Keyboard Proficiency**”. Please review the “Get Credit for What You Know Form” for timeline of grade posting and policies.
 - b. If the criteria is not met, the form will not be signed. You will need to meet with an IT Program Advisor to discuss your options which will include practicing on your own and then registering and paying for the course challenge exam again OR enrolling in BT 101. (For the “**35 wpm Keyboarding Proficiency**” course challenge, students are limited to two paid attempts; if unsuccessful after the second paid attempt, the student must register for BT 101).

Please take some time to review the “Frequently Asked Questions” section below to find answers to common questions.

Frequently Asked Questions (FAQ)

It is imperative that you meet with an IT Program Advisor to discuss this proficiency requirement early in your academic career.

- **How does YVC place the course equivalency on my transcript?**
Recording of any course equivalency is a formal process and is subject to the policies and procedures identified by the current YVC catalog.
- **How will a course equivalency affect my financial aid?**
Any questions on how course equivalencies might impact financial aid of any sort **must** be directed to the YVC Financial Aid Office.
- **What if I successfully completed keyboarding in high school or I am currently employed in an occupation where I use the keyboard daily?**
Meet with your IT Program Advisor and determine which of the above options you should follow.

Please Note: Students are ultimately responsible for meeting deadlines, meeting with advisors, and completing necessary paperwork/paying fees, etc.