REEDLEY COLLEGE
Business Department
Course Syllabus for I.S. 10/Keyboarding

Spring Semester, 2000
Instructor: Dick Scrivner
Phone: 431-6078

Course Description: An Introductory course in the use of the computer with major emphasis on keyboarding techniques.

Course Objective: The major objective of this six-week course is to attain speed and accuracy at the computer key board for either job entry skill or further study in the computer field.

Attendance and Punctually: Class attendance is mandatory for student success. The instructor reserves the right to drop any student, if in the opinion of the instructor, the student's absences are preventing him/her from making normal progress in the course. Punctuality is required; tardiness will not be tolerated.

Drop Deadline: The drop deadline for this short-term course is three weeks from the starting date.

Assignments: Assignments: Assignments for this course must be completed during class time. The work must be supervised by the instructor as daily evaluation for skill and competency. There is no homework unless the student falls behind in daily assignments; he/she must them attend open lab sessions to complete the work.

Exams: A Skill Measurement test will follow each lesson. The skill measurement evaluates progress in terms of speed and accuracy. A missed test **cannot** be made up unless the instructor is notified in advance. There are no written exams.

Final Exam: The final exam is a selected group of timed tests. It serves the purpose of giving the student one more opportunity to improve upon test scores in one and two minute tests. It will not hurt the student if they do worse. It only serves to help the student achieve speed and accuracy goals.

Evaluation: One minute skill tests: a pre-test will be given to determine a base score. From each student's base score, the following grading scale will be used:

> An improvement of 8 wam/2errors = A
> An improvement of 6-7 wam/2errors = B
> An improvement of 4-5 wam/4errors =C

Two minute skill tests will begin with lesson 11. Based upon the student's best one minute test score , the following grading scale will be used:

> 90% + of the best one minute score = A
> 80-89% of the best one minute score = B
> 70-79% of the best one minute score = C

The student's progress is based on full keyboard tests, mixed copy tests, and alphabetic copy tests,