Reedley College
IS 10 KEYBOARDING
Syllabus

02/23/00 – 03/30/00   Wednesday/Thursday 6:00 - 7:50 PM   @ Selma High School

INSTRUCTOR: Vallerie Dunn 897-7240

COURSE DESCRIPTION
An introduction to the computer system with an emphasis on keyboarding. It is a "hands-on" approach stressing the development of keyboarding skills needed to use a computer effectively.

ADDITIONAL MATERIALS
3.5 floppy disk (double sided, high density), pencil

COURSE OBJECTIVE
The major objective of this six-week course is to attain speed and accuracy at the computer keyboard and demonstrate an understanding of the computer system and software.

ATTENDANCE
Class attendance is required for student success. Punctuality is part of attendance. It is expected that students will get to class on time. Three tardies equal one absence. A student may be dropped from the course on the fourth absence.

GENERAL POLICIES
No food, drinks or visitors are allowed in the classroom. This is a non-smoking campus. Smoking is also not allowed in the parking lot.

DROP DEADLINE
The drop deadline for this course is at the mid-point of the course, which is three weeks.

ASSIGNMENTS
All assignments for this course must be completed during class sessions. There are no homework assignments outside of class.

EXAMS
A skill measurement test will follow each unit. The skill measurements will measure progress in the areas of speed and accuracy. There are no written exams in this course. Tests are administered at the discretion of the instructor. If a student misses a test, it **cannot** be made up.

FINAL EXAM DATE

The final exam for this course will be given during the last class session and will include six one-minute timings and six two-minute timings.

GRADING SYSTEM

Self-competition is stressed rather than class competition because of the variance in skill level at the beginning of the course. An initial level of skill is determined for each student by pre-testing. Once the initial skill level is evaluated, the student will be graded in the following manner for <u>one-minute timings (100 pts. max.)</u>:

      An improvement of 8 wpm with 2 errors = A   (90-100 pts)
      An improvement of 6 wpm with 2 errors = B   (80-89 pts)
      An improvement of 4 wpm with 4 errors = C   (70-79 pts)

<u>For two-minute timings (100 points max)</u>
      90% of student's best one-minute timing with 2 errors or less= A (90-100 pts)
      80% of student's best one-minute timing with 2 errors or less= B (80-89 pts)
      70% of student's best one-minute timing with 4 errors or less= C (70-79 pts)

<u>In Class Completed Lessons - 10 points each lesson x 10 lessons = 100 points max.</u>

Maximum Points = 300 points				
Scale:	A (90%+)	B (80%-89%)	C (70%-79%)	D (60%-69%)
Points	270-300	240-269	210-239	180-209

Example grade calculation:

Student Progress	Points Earned	Grade
Student's best one-minute timing reflects an improvement of 7 wpm with 2 errors	89	B
Student's best two minute timing reflects 93% of their best one minute timing with only 1 error earns 93 points	93	A
In Class Completed Lessons – 9 lessons completed	90	A
Final grade	272	A