COURSE OBJECTIVES: To improve your proficiency, both in speed and in accuracy, in using a keyboard.

REQUIRED TEXT: Skillbuilding: Building Speed and Accuracy on the Keyboard, Second Edition; Hoffman Eide, Carole, Andrea Holmes Rieck, V. Wayne Klemin; Glencoe/McGraw-Hill, New York, 1996.

ATTENDANCE: Students are expected to attend all class meetings, be on time, and be in class the entire class session. The only excused absences are those due to a school-related activity or a requirement to appear in court. Calling me to tell me you will be absent **does not** excuse you but is considered a professional courtesy. **STUDENTS LEAVING CLASS BEFORE THE END OF CLASS WILL BE COUNTED AS BEING ABSENT!** Your classmates and I would greatly appreciate that students take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins. If you decide to drop the course, it is **your** responsibility to make the drop official in the Administrations and Records office or else possibly receive a grade of **F**.

HOLIDAYS: M 4/17, T 4/18, W 4/19

DROP DEADLINE: 4/11/00

ATTENDANCE GRADE: Each student will begin the semester with **50** attendance points. Each absence will result in the loss of ten (10) attendance points. If you are absent more than five (5) times, you will continue to lose ten points per absence, but now these points will be taken from other earned points, such as keyboarding lessons.

TARDIES: Students are expected to be on time. It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late. Two tardies will be counted as an absence and attendance points will be deducted.

TIMED TESTS: Timed keyboarding tests will be administered weekly. Timed tests will be voided if student does not complete them **by touch**. Your progress will be recorded. There are no makeups for missed tests. NO EXCEPTIONS!

KEYBOARDING LESSONS: A daily keyboarding lesson schedule will be assigned with points earned based upon completion of the lessons within the class period. Students are required to practice speed and accuracy on the keyboard throughout the class period. You may not study for another class or read a book during class.

FINAL EXAM: A final timed keyboarding test will be given at the end of the quarter and will determine your final Improvement Grade.

	SPEED GAIN REQUIRED TO QUALIFY FOR:			
Course Entry Speed	Grade A	Grade B	Grade C	Grade D
70 or above	+4 wam	+3 wam	+2 wam	+1 wam
60-69	+ 5 wam	+4 wam	+2-3 wam	+1 wam
50-59	+6 wam	+5 wam	+3-4 wam	+2 wam
40-49	+7 wam	+6 wam	+4-5 wam	+3 wam
30-39	+8 wam	+7 wam	+5-6 wam	+4 wam
29 or below	+8 wam	+7 wam	+6 wam	+5 wam

GRADING:

All of your scores and your attendance points will be added up and divided by the total possible (keyboarding tests + lessons + attendance) points for the semester. This number is then multiplied by 100 to give a score between 0 and 100.

Percent of Total Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F