

Office Technology 7
Mrs. Pam Gilmore

Computer Speed Typing
MTW 1:00-1:50 p.m.

REEDLEY COLLEGE
Quarter 1, Spring 2000

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. **STUDENTS LEAVING CLASS BEFORE THE END OF CLASS WILL BE COUNTED AS BEING ABSENT!** Your classmates and I would greatly appreciate that students in the class 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 1/17, M 2/21

DROP DEADLINE: _____

ATTENDANCE GRADE: Each student will begin the semester with **24** attendance points. Each absence will result in the loss of four (4) attendance points. If you are absent more than six (6) times, you will continue to lose four points per absence, but now these points will be taken from other earned points, such as homework and tests.

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 each tardy will result in a loss of two (2) attendance points.

TIMED TESTS: Timed keyboarding tests will be administered weekly. Your progress will be recorded. There are no makeups for missed tests. **NO EXCEPTIONS!**

FINAL EXAM: A final timed keyboarding test worth 1 test will be given at the end of the quarter. The final test will replace 1 missed test (if any) and will determine your final Improvement Grade.

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.

GRADING:

- **TIMED KEYBOARDING TESTS:** This component of your grade will be based on the following Improvement Scale:

Course Entry Speed	SPEED GAIN REQUIRED TO QUALIFY FOR:			
	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

- **KEYBOARDING LESSONS:** A weekly keyboarding lesson schedule will be assigned with points earned based upon completion of the lessons within the scheduled week.
- 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