REEDLEY COLLEGE
Reedley, California

SYLLABUS

OT 7 - COMPUTER SPEED TYPING
Short Term Class - Spring 2000

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COURSE DESCRIPTION FROM REEDLEY COLLEGE CATALOG

A practical approach to developing speed and accuracy when typing on microcomputers. The course is designed to diagnose individual typing skills and teach the exercises and applications that will enable the student to type faster and more accurately.

SHORT-TERM COURSE - 9 WEEKS

2 p.m. - 2:50 p.m. - Monday, Wednesday, Friday (Room 41)
January 10, 2000 to March 10, 2000
.5 unit of credit (may be repeated for another .5 unit of credit)

PREREQUISITES

Basic skills advised: Eligible for English 26, CSU GE Code: F
Subjects advised: IS 10 and high school typing
Entrance skills: 20 WPM with 3 errors or less; Keyboard memorized

TEXTBOOK

SKILLBUILDING: BUILDING SPEED AND ACCURACY ON THE KEYBOARD by
    Eide, Rieck and Klemin
One 3 ½ inch high density, double floppy disk

COURSE OBJECTIVES - Upon completing this course, the student should be able to:

- Type 4-9 words per minute faster than on the course entry timing.
- Demonstrate the ability to keyboard accurately (3 errors or less; or a reduction of 6-9 errors or more) on timed writings.
- Complete practice assignments.
- Demonstrate a business attitude by attending class regularly and arriving on time.

COURSE OUTLINE

- Introduction to speed techniques
- Speed keyboarding practice sets
- Diagnostic tools for typing fast and accurately
- Accuracy practice sets
- Timed writings and other speed applications/practices
- Timed writings for accuracy

HOLIDAYS

- January   17 - Martin Luther King, Jr.
- February 18-21 - Lincoln Day and Washington Day

ATTENDANCE AND CLASS CONDUCT

- Class begins promptly!
- Three absences may result in an instructor drop. **IF YOU DO NOT INTEND TO COMPLETE THE CLASS IT IS YOUR RESPONSIBILITY TO DROP.**
- Lab time, or working with a tutor, is not a substitute for attending class
- **NO** food, drinks or visitors allowed in the classroom.
- **NO** internet use during class period unless it is part of the class.
- This is a nine-week course. Please no talking during class so that every one can get the most out of the lessons and get a positive grade.

GRADING SCALE - Grades will be based on the following criteria:

Daily Lessons (attendance)	20 percent
Speed Improvement	40 percent
Error Improvement	40 percent

The table below shows your course entry speed and the improvement necessary for each grade:

Course Entry Speed	Grade A	Grade B	Grade C	Grade D
38-45 wpm	+8	+7	+5-6	+4
45-54 wpm	+7	+6	+4-5	+3
55-64 wpm	+6	+5	+3-4	+2
65-74 wpm	+5	+4	+2-3	+1
above 75 wpm	+4	+3	+2	+1

TENTATIVE ASSIGNMENT SCHEDULE

Week 1   Course Entry Timing   Alphabet series
          Alphabet Diagnostic Timing   Progress Check No. 1
          Number Entry
          Pacing Placement

Week 2   Alphabet Series   Pacing
          Numbers 98 -102   Progress Check No. 2 and 3

Week 3   Individual Finger Practice Lessons 27-31   Pacing
          Numbers Lessons 103-105   Progress Check No. 4 and 5

Week 4   Word-Level Keystroking Lessons 32-36   Punctuation Lessons 92-93
          Number Lessons 106   Progress Check No 6 and 7

Week 5   Concentration Lessons 57-61   Pacing
          Punctuation Lessons 94-96   Progress Check 8 and 9

Week 6   Frequently Used Words Lesson 37-41   Pacing
          Symbol Lessons 107-109   Progress Check 10 and 11

Week 7   Horizontal/Vertical Reach Lessons 42-46   Pacing
          Symbol Lessons 110-111   Progress Check 12 and 13
          Punctuation Lesson 92

Week 8   Horizontal/Vertical Reach Lessons 47-51   Pacing
          Punctuation Lessons 93-95   Progress Check 14 and 15

Week 9   Alternate Hand Practice Lessons 72-76
          Punctuation Lesson 96
          Progress Check 16, 17 and 18
          Course Exit Timing