**IS 10 51027 2010FA Keyboarding RC**

**Fall 2010**

**IS 10 :  Keyboarding**

 **LEARNING COMMUNITY: IS 10 & ESL 26**

***Breaking the Language Barriers through Technology***

Section: 51027   Fall 2010

M W F: 11:00-11:50 PM

1 Unit:

This course is linked to ESL 264. As part of this class, all students are also enrolled in the two sections of the class linked to this course, ESL 264 offered daily.

**Instructor** : Sean Stephens

                           E-mail: sean.stephens@reedleycollege.edu

**Course Objectives** :

* + Memorize the keys without looking at the keyboard

**Learning Community Objectives** : The courses in this learning community overlap in promoting the following types of skills development:

Word Processing

* + Spell and grammar check
	+ Formatting
	+ Conventions of Writing

E-mail

* + Establishing and maintain an account

**Materials** : 1. Your fingers in proper working condition.

2.       You may want to trim your nails if you find it difficult to type with long nails.

**Grading** : Final grades will be based on your overall typing speed:
23 - **^** = A
19 - 22 = B
15 - 21 = C
9 - 14 = D

**Attendance & Make-Up Work** : Attendance is recorded daily. Students who are absent need to make up work missed. Students absent for more than one day should contact the instructor. Late work may not be accepted.

**LEARNING COMMUNITY DROP POLICY** **:**

**First day of semester through end of third week *:***

*If a student drops one learning community course, the student will be de-enrolled from all courses in that learning community. Exceptions will be made for a student who is enrolled in a learning community that is linked with a large group instruction course (i.e. History 12, Political Science 2, Art 2).*

**Fourth week through end of ninth week :**

If a student drops one learning community course, the student will only be dropped from that one learning community course. Student must meet with the learning community counselor to complete the learning community drop request form.

**Tenth week through end of semester:**

All students are unable to drop beginning the tenth week, except students with extenuating circumstances.

**Finals** :

The final for the first nine week session will be held on 10/15/2010 during the normal class time.

**No Class** :

09/06/2010 Labor Day

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

Note: Please refrain from using cell phones and/or pagers during class.