



anita.dekker@reedleycollege.edu

M - T - W - Th 9:00 - 9:50 p.m.

INFO: *Grades will be posted weekly on your blackboard account.

*Please be in class 2 minutes prior to the starting time of this class. (8:58 a.m.)

*Work at home will be required *in addition* to work during class times (work at home should not *substitute* for work during class periods).

*Cell phones: No texting allowed. Please put your phone on vibrate/silent, and step out of the classroom when you get a phone call.

Use of cell phone during class time will result in point deduction.

*Keep your fingernails trimmed to a length that will not affect hand/finger position while using the keyboard.

REQUIRED TEXT: * Make sure you bring the textbook every time you come to class. "NO BOOKS"/copies will not be accepted.

- SKILLBUILDING, BUILDING SPEED AND ACCURACY ON THE KEYBOARD, 3RD EDITION AUTHORS: EIDE, RIECK & KLEMIN

COURSE DESCRIPTION: A beginning typing course that teaches students proven methods for developing a sound foundation in keyboarding skills. Two distinguishing features of this course are its diagnostic approach and utilization of corrective championship drills.

HOLIDAYS: Martin Luther King, Jr. Day, January 18
Washington day, February 15

DROP DEADLINE: February 9, 2010. Last day to drop a class. (Letter grade will be assigned after this date)

FINALS: Thursday – March 11, 2010

IMPORTANT: *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.*

KEYBOARDING LESSONS:

- Students are required to practice control of the keyboard, proper typing technique, speed and accuracy on the keyboard throughout the class period.
- Please, do not study for another class or do other computer work during class.

ATTENDANCE: Students are expected to attend all class meetings, be on time, and be in class the **entire** class session. **Roll is taken each class period.** The only excused absences are those due to a school-related activity, funeral, medical or a requirement to appear in court. Emailing me to tell me you will be absent **does not** excuse you but is considered a professional courtesy. If you decide to drop the course, it is **your** responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of **F**.

Keep in mind that this is an occupational course, and attendance is important here just as it will be in the employment for which this course is in part designed to prepare you.

- Absences for which a medical or court excuse is provided (professional letterhead required) will be recorded but not figured in the attendance grade. If necessary: Final can be retaken.

ATTENDANCE POINTS:

- Absences and tardies **will affect your grade.** 10 Points will be deducted each day of non participation and 5 points for each tardy / leaving early.
- Students are expected to be on time. (8:58 a.m.)
- Being late for your Final Exam: 50 points will be deducted

TESTS:

- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test **1 day** early. No late tests will be allowed. Email me to discuss a specific situation.

FINAL EXAM:

- A comprehensive final exam will be given at the end of the quarter. Points will be deducted for incorrect typing technique during final exam.

GRADING:

- All of your weekly scored points and the points for the final exam and speed improvement will be added up (total possible 1000 points) This number is then divided by 10 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

Weekly Grade		Final Grade	
Progress Checks	60%	Weekly Grade	80%
Attendance	40%	Final Test	10 %
		Speed Improvement	10 %

A. Weekly Grade: 80% of Final Grade Total of 100 points per week (100x8=800 points over 8 weeks)

- Attendance: 40 points
- Progress Check: 60 points

Weekly Grade: Percent of total points	Grade
90 - 100 %	A
80 - 89 %	B
70 - 79 %	C
60 - 69 %	D
0 - 59 %	F

Attendance: 40 points per week -- max. 10 points per day (4 days of class per week)

- Attendance: 10 points
- Absence: 0 points
- Late: 5 points
- Leave Early: 5 points

Progress Check: 60 points per week -- Checked on Thursdays (Last day of the class that week)

- Week 1 - 3

Speed	Points		Errors	Points
35 +	30		3 or less	30
30 - 34	25		4 - 7	25
25 - 29	20		8 - 10	20
21 - 24	15		11 - 12	15
20 or less	10		13 +	10

- Week 4 - 6

Speed	Points		Errors	Points
40 +	30		3 or less	30
35 - 39	25		4 - 6	25
30 - 34	20		7 - 8	20
25 - 29	15		9 - 10	15
24 or less	10		11 +	10

- Week 7 - 9

Speed	Points		Errors	Points
45 +	30		3 or less	30
40 - 44	25		4 - 5	25
35 - 39	20		6 - 7	20
30 - 34	15		8 - 9	15
29 or less	10		10 +	10

B. Final Test: 10% of Final Grade 100 points

Speed	Points		Errors	Points
45 +	50		3 or less	50
40 - 44	40		4 - 5	40
35 - 39	30		6 - 7	30
30 - 34	20		8 - 9	20
29 or less	10		10 +	10

C. Speed Improvement: 10% of Final Grade 100 points

- Goal is to improve 9 wpm in 9 weeks

Improve	Points		Improve	Points
1 wpm	10		6 wpm	60
2 wpm	20		7 wpm	70
3 wpm	30		8 wpm	80
4 wpm	40		9 wpm	100
5 wpm	50			

*****Final Grade:**

- All of your points will be added up (max. 1000), this number will be divided by 10 to give a score between 0 and 100.

Final Grade: Percent of total points	Grade
90 - 100 %	A
80 - 89 %	B
70 - 79 %	C
60 - 69 %	D
0 - 59 %	F

- The instructor reserves the right to round up grades which are 5-10 points off a whole letter grade. For example, 795 points can be rounded up to 800 if that would give the student a B. (Points will be deducted for incorrect typing technique during final exam.)