Fall Quarter, 2005
Instructor: Susan Quinn
Available: 8:30, 9:30, 11:30, and 12:30 Daily
3 Credits; approx 50 hours
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Text:
Not needed unless you work at home. For home use purchase:
• College Keyboarding Lessons 1-60
• Keyboarding Pro Multimedia Software

Course Description: Introduction to the typewriting keyboard for the beginning typist or for the student wishing to review the keyboard. Computers and Keypro software are used. The class will consist of hands-on experiences, drills, exercises, and games from the software and textbook. The sequence of emphasis in learning is first, technique (good form), next speed and finally control (accuracy).

Outcome: By the end of the quarter you will be able to key by touch at least 15 net words per minute while using good stroking techniques.

Requirements: To optimize your skill development (and grade) you will need to practice DAILY throughout the quarter. (Class time is flexible and Keypro is available in the lab.) Concentrate on using proper technique at all times.

• Complete lessons and diagnostic timings in an order
• Each lesson is turned in as soon as it is finished.
• No more than 3 lessons can be completed in one day.
• It is your responsibility to seek help when needed!

Grading Criteria: Your grade is determined based on a combination of the lessons you complete and the net words per minute you are able to achieve by the end of the quarter.

Grade Scale:
A Complete Lessons 1-30 and A-N
Key 30+ net words per minute
A- Complete Lessons 1-30 and A-N
Key 26+ net words per minute
B+ Complete Lessons 1-30 and A-N
Key 22+ net words per minute
B Complete Lessons 1-17 and A-N
Key 25+ words per minute
B- Complete Lessons 1-17 and A-N
Key 20+ words per minute
C+ Complete Lessons 1-13 and A-N
Key 15+ words per minute
C Complete Lessons 1-13 and A-J
Key 15+ words per minute
C- Complete Lessons 1-13 and A-J
Key 12+ words per minute
D+ Complete Lessons 1-13 and A-F
Key 12+ words per minute
D Complete Lessons 1-13
Key 12+ words per minute

• Net wpm is determined by averaging your five best diagnostic writings. Two wpm are subtracted for each error.