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Website – www.keyboardingonline.com

**COURSE REQUIREMENTS:**
Reading assigned lectures and textbook chapters  
Textbooks: Keyboard Mastery & Ten-Key Mastery  
Author: Barbara Ellsworth  
Publisher: Ellsworth Publishing Co  
Fax Number: (480)461-7417

A CD comes with the textbook. Students have an orientation in Lesson 1 to watch the CD to become familiar with the necessary steps to participate in the program. A 28-minute PowerPoint demo gives an overview of the course. After you register, you will receive the Password to access your course 2-3 days before the class begins. Each book contains one access code to participate in this class. If you purchase a used book, make sure you purchase the access code, as one Internet seat is included in the price of each textbook. There are no textbook/CD resales or buy back policies.


Internet Version (Windows & Mac OS X)  
Use an Internet browser, such as Internet Explorer, Netscape, etc  
Make sure the computer has Java plug-ins  
Macromedia Flash, download Free Java Plug-ins

There are 16 weeks of class with 33 lessons. Students will be required to complete 2 lessons each week to develop speed and accuracy, one midterm after lesson 11, and one final exam given. All keyboarding and ten-key reports are recorded on a Progress Report and Grade Report. As long as the student has met the requirements for the week’s assignment, that student can go back and retake timings during that week to improve grade. The goal is for beginners to type 35+wpm for 3 minutes and advanced students to type 10 to 20 words more with a goal of 50+wpm.

1. **Responding online to discussion questions and answers regarding session topics**  
   At the end of each lesson, instructor and student discuss progress, suggestions for improvement, and answer any problems student encounters over Internet.

2. **Completing 16 weeks of class assignments**  
   Two lessons must be completed each week in order to complete the program within the 16-week period.
No outside reading material is necessary for this course. Within the timings, students are encouraged and motivated through the text and with the instructor. Students must practice regularly and complete assignments on time in order to increase speed.

(3) Completing tests

Timings must be completed in each lesson in order to evaluate student and ensure the student’s progress. At the end of each week, unless student has a question, instructor and students discuss development and growth in program through internal email. Periodically students will hit plateaus and need suggestions and techniques to master that level.

Value and self-efficacy are the two factors essential in active engagement and persistence in distance learning courses. As a student, choose to get involved and persist over time to reaffirm an ability to learn and apply the course materials.

COURSE EVALUATION:
Grades will be based on the following:

55% = Attendance, participation and classwork in course sessions, (i.e., keyboarding regularly each week; communicating with instructor on a weekly basis; reporting Progress Reports to instructor; asking questions)

<table>
<thead>
<tr>
<th>Method of Evaluation</th>
<th>Scale:</th>
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<tbody>
<tr>
<td></td>
<td>Beginning Student</td>
</tr>
<tr>
<td>Attendance</td>
<td>30 5%</td>
</tr>
<tr>
<td>Participation</td>
<td>30 5%</td>
</tr>
<tr>
<td>Classwork Completed (16)</td>
<td>300 45%</td>
</tr>
<tr>
<td>Midterm</td>
<td>100 15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200 30%</td>
</tr>
<tr>
<td>Total</td>
<td>660 100%</td>
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BEGINNING STUDENT GRADING SCALE FOR LETTER GRADE:

35 w.p.m.+ = A **THIS IS YOUR GOAL!**
30 = B
25 = C -- P/Z STUDENTS must qualify for a "C" grade to pass
20 = D

35+ WPM IS YOUR GOAL! *If good timing scores seem to come slowly at first, in the interest of time it might be a good idea to settle for a little less and come back later if you have time and try to raise your scores.*
Breakdown of Grading Components:

Attendance and Participation (60 points, 10%)

Each participant is expected to take an active part in online activities. This includes completing weekly assignments and sharing information, ideas and thoughts through email connection:

- Complete weekly assignments online
- Asking questions
- Reporting progress to instructor

Classwork Assignments (300 points, 45%)

In order to succeed in keyboarding, students must practice daily to build speed. The assignments are designed to give you instant feedback about your progress and speeds. Each week’s assignment builds to the final exam. Each assignment is graded for completeness, accuracy and speed. See the course outline for assignment due dates.

Midterm Exam (100 points, 15%)

The midterm exam consists of a timed writing to determine your speed, accuracy, and growth.

Final Project (200 points, 30%)

After all lessons required in the outline have been completed, a final grade will appear. If a student is not happy with this grade, he/she can refer back to the Progress Report and practice those exercises that need better scores. Better scores on the Progress Report raises the score/grade on the Grade Report. To complete the course, students need to finish the Keyboarding and the Ten-Key Mastery courses.

It is recommended that you make a copy of your Progress Report to demonstrate the new employable skills obtained.

Incomplete Course Grades

Incomplete course grades must be arranged with the instructor prior to the last week of the course.

CHEATING
All students are responsible for doing their own work. The Pierce College Cheating Policy is described on the attached link What is Cheating? All students must read, sign, and email a copy of this agreement to simmonar@piercecollege.edu.

ATTENDANCE:

Work may be completed at home or at the lab at Pierce College.

EXTENSIONS:

ONE extension will be granted for extenuating circumstances. No extensions will be granted after your end-date for the class. **Extensions will not be granted unless copies of your work verify that you have at least completed through Lesson 27.** You must request an extension **BEFORE YOUR END DATE.** If you request an extension, email your completed lessons to your instructor.

WITHDRAWAL/REFUND POLICY:

Follow the online withdrawal procedure with the Registrar’s Office no later than the end of the date for your class. The website is www.piercecollege.edu. See the catalog or schedule of classes for the Pierce College refund policy.

PHYSICAL OR LEARNING DISABILITIES:

I am willing to make reasonable accommodations for any student with special needs.

NOTE TO STUDENTS

If you need help paying for books and other college expenses, call the Financial Aid Office at (818) 719-6428 or see them in the College Services Building http://www.piercecollege.edu/offices/financial_aid