

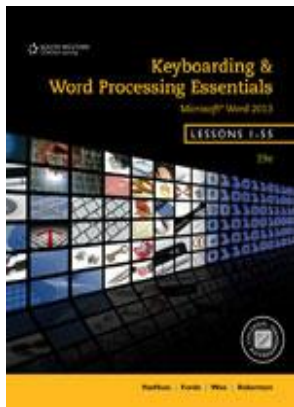


**INTRODUCTION TO
KEYBOARDING/BUSN 1100
COURSE SYLLABUS
HYBRID
Fall Semester 2015**

Semester: Fall 2015
Course Title: Introduction to Keyboarding
Course Number: BUSN 1100
Credit Hours/ Minutes: 3/3750
Class Location: Building 8, Room 8111
Class Meets: 9:00 – 10:15 a.m./T&Th (60%) F2F
and hybrid M&W (40%)
CRN: 20021

Instructor: Karen H. Mountain
Office Hours: (M) 2:30 – 6 p.m.; (T) 2:30 – 6:00 p.m.; (W) 2:30 – 5 p.m.; (Th) 1:30-2 p.m.
Office Location: Building 8, Room 8113
Email: kmountain@southeasterntech.edu
Phone: 478-289-2220
Fax Number: 478-248-6336

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student’s convenience with respect to the instructor’s requirements.



REQUIRED TEXT: Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2013: College Keyboarding, 19e Edition bundle with Keyboarding Pro DELUXE Online Printed Access Card: 6-Month Instant Access. South-Western Cengage Learning. VanHuss, Forde, Woo, Robertson. ISBN-13:978-1-285-57632-9.

STUDENTS THAT WILL NOT BE TAKING BUSN 1440: Keyboarding Course, Lessons 1–25: Microsoft Word 2013, 18th Edition. South-Western Cengage Learning, VanHuss, Forde, Woo, ISBN-13: 978-0-538-49539-4.



REQUIRED SUPPLIES & SOFTWARE: Supplies to include pencils, pens, paper, highlighter, and notebooks.

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.

COURSE DESCRIPTION: This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

MAJOR COURSE COMPETENCIES: Topics include: Computer hardware, software, and file management, learning the alphabetic keyboard, learning the numeric keypad and symbols, building speed and accuracy, and building proofreading skills.

PREREQUISITE(S): None

COURSE OUTLINE:

1. Computer Hardware, Software, and File Management
2. Learning the Alphabetic Keyboard
3. Learning the Numeric Keypad and Symbols
4. Building Speed and Accuracy
5. Building Proofreading Skills

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Hybrid): Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam.

STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

No Harm No Foul Policy: It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **FALL semester, that day will be August 19, 2015.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.** *If the student shows up the first day but does not return, the instructor will drop the student after the attendance period but that will not come under the no harm-no foul policy. The student will be charged for the class unless he/she formally withdraws.*

DROPPING COURSES BEFORE THE CLASS HAS BEGUN: Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

WITHDRAWING FROM A COURSE: Students wishing to officially withdraw from course(s) after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course(s). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or

all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES: Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!**

Students are expected to attend class. Unannounced quizzes/assignments will be given during the semester. No makeups are allowed for unannounced quizzes/assignments. A grade of zero will be given for all missed unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook*.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Assignments (including lesson report)	30%
Timed Writing (3-minute)	40%
Unannounced quizzes/assignments	10%
Final	20%

GRADING SCALE

A: 90-100	D: 60-69
B: 80-89	F: 0-59
C: 70-79	

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

**BUSN 1100-INTRODUCTION TO KEYBOARDING
FALL SEMESTER 2015—LESSON PLAN**

This Lesson Plan is Subject to Change

GREY SHADING INDICATES HYBRID ASSIGNMENT FOR THE WEEKLY CONTACT

*****This course is a hybrid course. Approximately 60 percent of the assignments will be completed in the classroom. Approximately 40 percent of the assignments will be completed outside of the classroom using Keyboarding Pro Deluxe Online software. Daily assignments are listed below. Assignments that are not completed during the scheduled class time will be completed by the student outside of the classroom. This will be the hybrid portion of this course. Students must work outside of the scheduled class time in order to complete the assignments listed below. Due dates are also listed below.*****

Date	Chapter / Lesson	Content	Assignments Tests Due Dates	*Competency Area **General Education Competency
Week 1				
Tues Aug 18	Keyboarding Pro Deluxe	Course Introduction: Course Syllabus, Policies/Procedures for Lab, Timed Writing Requirements File Management	Set-up Keyboarding Pro Deluxe Student Accounts -Warm-up and Pretest Page 2	*1,2
	Hybrid	File Management Keyboarding Pro Deluxe	Review File Management Warm-up and Pretest Page 2 (due Aug. 21)	*2, 4
Thurs Aug 20	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 1: Home Row, Space Bar, Enter, I	Module 1: -Complete Lesson 1 -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 2: E and N	Module 1: -Complete Lesson 2 -Timed Writings	*2,4
Week 2				
Tues Aug 25	Keyboarding Pro Deluxe Hybrid	Module 1: Alphabetic Keys Lesson 3: Review	Module 1: -Complete Lesson 3 (due Aug. 28) -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 4: Left Shift, H, T, Period	Module 1: -Complete Lesson 4 -Timed Writings	*2,4
Thurs Aug 27	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 5: R, Right Shift, C, O	Module 1: -Complete Lesson 5 -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 6: W, Comma, B, P	Module 1: -Complete Lesson 6 -Timed Writing	*2,4

Week 3				
Tues Sept 1	Keyboarding Pro Deluxe Hybrid	Module 1: Alphabetic Keys Lesson 7: Review	Module 1: -Complete Lesson 7 (due Sept. 4) -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 8: G, Question Mark, X, U	Module 1: -Complete Lesson 8 -Timed Writings	*2,4
Thurs Sept 3	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 9: Q, M, V, Apostrophe	Module 1: -Complete Lesson 9 -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 10: Z, Y, Quotation Mark, Tab	Module 1: -Complete Lesson 10 -Timed Writings	*2,4
Mon Sept 7	Labor Day Holiday			
Week 4				
Tues Sept 8	Keyboarding Pro Deluxe Hybrid	Module 1: Alphabetic Keys Lesson 11: Review	Module 1: -Complete Lesson 11 (due Sept 11) -Timed Writings	*2,4
		Module 1: Alphabetic Keys Lesson 12: Review	Module 1: -Complete Lesson 12 -Timed Writings	*2,4
Thurs Sept 10	Keyboarding Pro Deluxe	Module 1: Alphabetic Keys Lesson 13: Review	Module 1: -Complete Lesson 13 -Timed Writings	*2,4
		Skill Builder 1	-Complete Drill 1a, 1b, 1c, Drill 2,3,4,5,6 Pages 31-33	*2,4
Week 5				
Tues Sept 15	Keyboarding Pro Deluxe	Skill Builder 1	-Complete Drill 1a, 1b, 1c, Drill 2,3,4,5,6 Pages 31-33 SKILL BUILDING 1 REPORT DUE TO INSTRUCTOR BY THE END OF CLASS	*2,4
	Hybrid	Module 2: Figure and Symbol Keys Lesson 14: 1 and 8	Module 2: -Complete Lesson 14 (due Sept. 18) -Timed Writings	*3,4
Thurs Sept 17	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 15: 5 and 0	Module 2: -Complete Lesson 15 -Timed Writings	*3,4
		Module 2: Figure and Symbol Keys Lesson 16: 2 and 7	Module 2: -Complete Lesson 16 -Timed Writings	*3,4

Week 6				
Tues Sept 22	Keyboarding Pro Deluxe Hybrid	Module 2: Figure and Symbol Keys Lesson 17: 4 and 9	Module 2: -Complete Lesson 17 (due Sept. 25) -Timed Writings	*3,4
		Module 2: Figure and Symbol Keys Lesson 18: 3 and 6	Module 2: -Complete Lesson 18 -Timed Writings	*3,4
Thurs Sept 24	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 19: \$, hyphen, number expression	Module 2: -Complete Lesson 19 -Timed Writings	*3,4
		Module 2: Figure and Symbol Keys Lesson 20: # and /	Module 2: -Complete Lesson 20 -Timed Writings	*3,4
Week 7				
Tues Sept 29	Keyboarding Pro Deluxe Hybrid	Module 2: Figure and Symbol Keys Lesson 21: % and !	Module 2: -Complete Lesson 21(due Oct. 2) -Timed Writings	*3,4
		Module 2: Figure and Symbol Keys Lesson 22: () and Backspace Key	Module 2: -Complete Lesson 22 -Timed Writings	*3,4
Thurs Oct 1	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 23: &, colon, and proofreader's marks	Module 2: -Complete Lesson 23 -Timed Writings	*3,4
		Module 2: Figure and Symbol Keys Lesson 24: Other Symbols	Module 2: -Complete Lesson 24 -Timed Writings	*3,4
Week 8				
Tues Oct 6	Keyboarding Pro Deluxe	Module 2: Figure and Symbol Keys Lesson 25: Assessment	Module 2: -Complete Lesson 25 -Timed Writings	*3,4
	Hybrid	Skill Builder 2	Skill Building Drills 8,9,10 on Page 60 (due Oct 9) SUMMARY REPORT (LESSONS 1-25) DUE TO INSTRUCTOR BY THE END OF CLASS	*4
Thurs Oct 8	Keyboarding Pro Deluxe	Skill Builder 2 October 12, 2015—Mid-Term <i>(Students who withdraw on or before today receive a grade of "W")</i>	Complete Skill Building Drills 8,9,10 on Page 60 SKILL BUILDING 2 REPORT DUE TO INSTRUCTOR BY THE END OF CLASS	*4
		Skill Builder 2	Timed Writing Practice -Complete Writing 8, 9, 10, 11, 12, 13, 14, & 15	*4

Week 9				
Tues Oct 13	Keyboarding Pro Deluxe Hybrid	Skill Builder 2	Timed Writing Practice -Complete Writing 8, 9, 10, 11, 12, 13, 14, & 15 (due Oct 16)	*4
Thurs Oct 15	Keyboarding Pro Deluxe	Skill Builder 2	Timed Writing Practice -Complete Writing 16, 17, 18, 19, 20, 21 & 22 TIMED WRITING REPORT DUE TO INSTRUCTOR BY THE END OF CLASS	*4
		Skill Builder 3 Accuracy & Speed	Lesson A & B	*4
Week 10				
Tues Oct 20	Keyboarding Pro Deluxe Hybrid	Skill Builder 3 Accuracy & Speed	Lesson C & D (due Oct 23)	*4
		Skill Builder 3 Accuracy & Speed	Lesson E & F	*4
Thurs Oct 22	Keyboarding Pro Deluxe	Skill Builder 3 Accuracy & Speed	Lesson G & H	*4
		Skill Builder 3 Accuracy & Speed	Lesson I & J	*4
Week 11				
Tues Oct 27	Keyboarding Pro Deluxe Hybrid	Skill Builder 3 Accuracy & Speed	Lesson K & L (due Oct 30)	*4
		Skill Builder 3 Accuracy & Speed	Lessons M & N	*4
Thurs Oct 29	Keyboarding Pro Deluxe	Skill Builder 3 Accuracy & Speed	Lessons O & P	*4
		Skill Builder 3 Accuracy & Speed	Lessons Q & R	*4
Week 12				
Tues Nov 3	Keyboarding Pro Deluxe Hybrid	Skill Builder 3 Accuracy & Speed	Lessons S & T (due Nov 6)	*4 *4
		Numeric Keypad -4, 5, 6, 0 -7, 8, 9	Complete Drill 1 Complete Drill 2	3,4
Thurs Nov 5	Keyboarding Pro Deluxe	Numeric Keypad -1, 2, 3 -Decimal -Review	Complete Drill 3 Complete Drill 4	*3,4
		Numeric Keypad -Decimal -Review	Complete Drill 5 SKILL BUILDING 3 REPORT AND NUMERIC KEYPAD DRILLS DUE BY END OF CLASS	*3,4

Week 13				
Tues Nov 10	Keyboarding Pro Deluxe Hybrid	Word Processing	Review the Word Processor on page 78 and Word 2013 Complete Drills 4,5,7,8,9,10 (Drills 4 & 5 due Nov. 13)	*4
Thurs Nov 12	Keyboarding Pro Deluxe	Word Processing Timed Writing Practice	Review the Word Processor Continue to Complete Drills 4,5,7,8,9,10	*4
		Word Processing	Review the Word Processor Continue to Complete Drills 4,5,7,8,9,10	*4
Week 14				
Tues Nov 17	Keyboarding Pro Deluxe Hybrid	Proofreading Skills Timed Writing Practice	Review Proofreading Skill Guidelines on page 91 Complete Proofreading Skills: Drills 12, 13, 14, 15, 16, 17, & 18 (Drills 12 & 13 due Nov 20)	*4
Thurs Nov 19	Keyboarding Pro Deluxe	Proofreading Skills Timed Writing Practice	Continue to Complete Proofreading Skills: Drills 12, 13, 14, 15, 16, 17, & 18 WORD PROCESSING AND PROOFREADING DRILLS DUE TO INSTRUCTOR BY THE END OF CLASS	*4
Week 15				
Tues Nov 24	Keyboarding Pro Deluxe Hybrid	Review	Review for Final Exam	*4
Thur Nov 26		Thanksgiving Holiday		
Tues Dec 1	Keyboarding Pro Deluxe	FINAL EXAM <i>Last Day of Class</i>	FINAL EXAM LESSONS 1-25 FINAL TIMED WRITINGS DUE TO INSTRUCTOR BY THE END OF CLASS	*1-5

***BUSN 1100 Course Competencies:**

- (1) Computer Hardware, Software, and File Management
- (2) Learning the Alphabetic Keyboard
- (3) Learning the Numeric Keypad and Symbols
- (4) Building Speed and Accuracy
- (5) Building Proofreading Skills

****General Education Competencies:**

- (a) The ability to utilize standard written English.
- (b) The ability to solve practical mathematical problems.
- (c) The ability to read, analyze, and interpret information.

BUSN 1100-INTRODUCTION TO KEYBOARDING

Straight Copy Speed and Accuracy Scoring Table

The timed writings must be completed in the classroom with the instructor present. Final straight copy keyboarding skill achieved in BUSN 1100 accounts for 40% of the final course grade. The speed and accuracy score will be based on the best three, 3-minute timed writings. The tables below show the standard for final speed and accuracy grades. To establish final grades, speed will be counted twice and accuracy will be counted once. **Note: STUDENTS MUST ACHIEVE THE MINIMUM KEYING SPEED OF 25 GWAM WITH 3 OR LESS ERRORS TO EXIT THE COURSE.**

SPEED SCORING TABLE

<u>Gross Words</u>	<u>Score</u>
25	80
26	81
27	82
28	83
29	84
30	85
31	86
32	87
33	88
34	89
35	90
36	91
37	92
38	93
39	94
40	95
41	96
42	97
43	98
44	99
45+	100

ACCURACY SCORING TABLE

<u>Grade</u>	<u>Errors</u>
100	0
90	1
80	2
70	3

GRADING SCALE FOR MODULE ASSIGNMENTS AND TESTS

- Any missing assignments will be assigned a grade of zero. No exceptions.

BUSN 1100—Introduction to Keyboarding—Document Sheet

Module 1— Alphabetic Keys

- _____ Lesson 1
- _____ Lesson 2
- _____ Lesson 3
- _____ Lesson 4
- _____ Lesson 5
- _____ Lesson 6
- _____ Lesson 7
- _____ Lesson 8
- _____ Lesson 9
- _____ Lesson 10
- _____ Lesson 11
- _____ Lesson 12
- _____ Lesson 13

Module 2— Figure and Symbol Keys

- _____ Lesson 14
- _____ Lesson 15
- _____ Lesson 16
- _____ Lesson 17
- _____ Lesson 18
- _____ Lesson 19
- _____ Lesson 20
- _____ Lesson 21
- _____ Lesson 22
- _____ Lesson 23
- _____ Lesson 24
- _____ Lesson 25

_____ **Average of Lessons 1-25**

- _____ Skill Builder 1
- _____ Skill Builder 2
- _____ Skill Builder 3

_____ **Average of Skill Builders 1, 2, & 3**

_____ **Numeric Keypad**

_____ **Word Processing**

_____ **Proofreading Skills**

_____ **Average of Lessons & Assignments**

Timed Writings

Timed Writings (Best three)/Grade

#1 _____ / _____

#2 _____ / _____

#3 _____ / _____

_____ **Average of Timed Writings**

Unannounced Quizzes/Assignments

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ **Final Exam**

_____ **Assignments (Lesson Report, Skill Builders, Proofreading) - 30%**

_____ **Unannounced quizzes/assignments - 10%**

_____ **Timed Writings - 40%**

_____ **Final Exam – 20%**

_____ **Grade**