

ASSIGNMENTS:

Speed and Accuracy: Speed takes will begin on the third class day, and will be given each day. Your grade in this area is determined by averaging your top three scores for the semester and comparing it to the 200 SAM industry standard. To have a score recorded, hand in your tape with your name, date, and "speed take" written on the top.

Class Lesson Assignments: Most lessons have a section entitled "Problems to Hand In". These should be completed each day in class. As you complete a lesson, you may check your answers with the answer book provided at the front of the class. If you have an error, you must re-work or correct the problem before you hand it in. These assignments should be handed in each day with your name, date, and lesson number written on the top.

Tests: There will be several announced tests given during the semester. These will each cover a separate block of lessons. There is also one comprehensive exam given at the end of the semester.

Technique: Each student will be evaluated as to proper 10-Key techniques. These will include correct finger and hand position, as well as keeping your eyes on the work and off the calculator.

ATTENDANCE/HOMEWORK:

With *only* ten class periods, your attendance is considered vital to your learning. Unless pre-authorized, a one grade penalty will be assessed on any test taken late. To receive full credit, assignments must be turned in on time. However, assignments may be turned in late for partial credit. If you are going to be absent/late for a valid reason, please let me know **before** class begins, so the missed points will not affect your percentage score.

GRADING:

Speed and Accuracy	30%	90-100 = A
Class Lesson Assignments	20%	80- 89 = B
Tests	20%	70- 79 = C
Final Exam	20%	60- 69 = D
Techniques	<u>10%</u>	0 - 59 = F
Total	100%	

DIXIE STATE COLLEGE OF UTAH
Business 1020
10-KEY CALCULATOR SKILLS
Schedule & Assignments

Spring Block 2012

Subject to change

DATE	LESSON AND ASSIGNMENTS DUE
2/21/12	Introduction and Lesson 1
2/23/12	Lessons 2 and 3
2/28/12	Lessons 4, 5, and 6, Begin Speed Tests
3/1/12	Lessons 7, 8, and 9, Review Lessons 1-9
3/6/12	Test on Lessons 1-9 , Lessons 10, 11, and 12
3/8/12	Lessons 13, 14, and 19
3/12/12 – 3/16/12	Spring Break No Classes
3/20/12	Lessons 20, 21, and 22 Review Lessons 10-14 and 19-22
3/22/12	Test on Lessons 10-14 & 19-22 , Lessons 23 and 24
3/27/12	Review Lessons 23 and 24 Test on Lessons 23 and 24 Lessons 26 and 27, Lesson 29 - Total invoices on pages 72, 73, and 74, and give total of all invoices.
3/29/12	Do the same for pages 84, 85, and 86 as above. Review Lessons 1-14 and 19-24 for final exam. Turn in any late work.
4/3/12	Final Exam

