



January 11, 2010

Dear Independent Study Keyboarding Student:

My records indicate that you are enrolled in **Independent Keyboarding**. Please make sure you have purchased the *Gregg College Keyboarding Kit Lessons 1-20*. This package comes with a textbook and CD containing the program for Gregg College Keyboarding that can be installed on your home computer. If you do not have a home computer, you can use the program installed at Mid-State Technical College in rooms 101, 102, and 104 on the Stevens Point Campus. You will need an USB drive to record your work.

Enclosed is the syllabus and lessons schedule for this course. *You are required to complete Lessons 1-20 in the book using the program.* All of your completed assignments will be recorded on your floppy disk/USB drive. **EMAIL (EXPORT) OR MAIL ME A COPY OF YOUR PORTFOLIO EVERY TWO WEEKS. All assignments and final timing tests must be completed by your end date of: April 30, 2010.**

Please call or email me when you have completed the 20 lessons and when you have reached 30 words per minute on three-minute timings so that we can arrange a convenient time for your final timed testing. *These timings will have to be taken at Mid-State Technical College at the Stevens Point campus prior to your end date and are the only competency for the course.* Per the syllabus, **you are required to take a three-minute timing with three or fewer errors. You must do this on three separate supplemental timings to receive an "A" grade.** If you do not meet the competency, you will not pass the course. Your lessons will give you one- and two-minute timings for practice. Three-minute timings can be taken by going to Supplementary Timing in back of the textbook.

Please call me if you have trouble installing the program or if you have any questions. The lessons take approximately one hour each to complete. The rest of your time should be used to build your keying speed and accuracy. I am looking forward to working with you.

Sincerely,

Jullie Purkapile

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