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M – T - W – Th – F 8:00 - 8:50 p.m.

INFO: *All the class information can be found on the following website: www.adzine.us/ot9

*Grades will be posted on “Blackboard”

*Please be in class 5 minutes prior to the starting time of this class. (7:55 a.m.)

*Work at home will be required *in addition* to work during class times (work at home should not *substitute* for work during class periods).

*Cell phones: No texting allowed. Please put your phone on vibrate/silent, and step out of the classroom when you get a phone call. Use of cell phone during class time will result in point deduction.

*Keep your fingernails trimmed to a length that will not affect hand/finger position while using the keyboard.

COURSE OBJECTIVES: To develop touch control of the keyboard and proper typing techniques, and build basic speed and accuracy.

REQUIRED TEXT: Gregg College Keyboarding & Document Processing, 10th Edition; Ober, Johnson, Zimmerly; McGraw Hill / Irwin, New York; 2007 update.

* Make sure you bring the textbook every time you come to class. “NO BOOKS” / copies will not be accepted.

HOLIDAYS: Martin Luther King, Jr. Day, January 18
Lincoln day, February 12
Washington day, February 15

DROP DEADLINE: February 10, 2010. Last day to drop a class. (Letter grade assigned after this date)

FINALS: Friday – March 12, 2010

Important: *If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.*

KEYBOARDING LESSONS: Students are required to practice control of the keyboard, proper typing technique, speed and accuracy on the keyboard throughout the class period.

* Please, do not study for another class or read a book during class. (Point deduction)

ATTENDANCE: Students are expected to attend all class meetings, be on time, and be in class the entire class session. The only excused absences are those due to a school-related activity, funeral, medical or a requirement to appear in court. Emailing me to tell me you will be absent **does not** excuse you but is considered a professional courtesy. If you decide to drop the course, it is **your** responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of **F**.

Keep in mind that this is an occupational course, and attendance is important here just as it will be in the employment for which this course is in part designed to prepare you.

- Absences for which a medical or court excuse is provided (professional letterhead required) will be recorded but not figured in the attendance grade. If necessary: Midterm / Final can be retaken.

ATTENDANCE POINTS:

Missing only 0-4 lessons during the program will be awarded with 10 extra points.

Missing more than 8 lessons during the program 50 points will be deducted.

TECHNIQUE POINTS: Each student will receive a max. of 40 points for each test taken. Points will be put together by proper typing technique and timed writing test.

“Unit Tests” 5-10-15-20 are worth 65 points. (MIDTERMS)

TARDIES: Students are expected to be on time. It is distracting and rude to fellow classmates and to the instructor when a student is late. 5 Points will be deducted for each tardy, or leaving early. Students missing more than 15 min. per day will **also** be counted as absent.

BEING LATE FOR YOUR FINAL: minus 50 points.

TIMED TESTS: Timed keyboarding tests will be administered at the end of each lesson. Points will be subtracted if the student does not complete them **“by touch”** and/or within the **“error limit”**. Your progress will be recorded.

You should have all of your tests completed before the “Unit Tests” (5-10-15-20) are taken. Any test taken after the “Unit Test”: **10 points per test** will be deducted. Unit Tests are to be taken at the date (and not later) set by the instructor.

FINAL EXAM: A final timed keyboarding test will be given at the end of the quarter (9 week class) and will determine your final Keyboarding Speed grade.

Goal for the Final Exam will be: 28 wpm – 3’ – 5e

Final Keyboarding Speed	Grade	Points
28 or above	A	100
25 - 27 wpm	B	90
22 - 24 wpm	C	80
19 - 21 wpm	D	70
16 - 19 wpm	F	60
10 - 15 wpm	F	50
0 - 9 wpm	F	40
Not taking final	F	00

GRADING: The instructor reserves the right to round up grades which are 5-10 points off a whole letter grade. For example, 795 points can be rounded up to 800 if that would give the student a B.

All of your daily scored points and the points for the final exam will be added up (total possible 1000 points) This number is then divided by 10 to give a score between 0 and 100.

Percent of Total Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F