Course Description:
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Students will demonstrate basic keyboarding techniques, with acceptable accuracy and speed of at least 40 words per minute.

Text, References, and Supplies:
   Course Technology/Cengage Learning.
2. Access to a computer with a Microsoft Windows Operating System and the full version of Microsoft Word 2013 installed (Keyboarding Pro will not work with MS Works or the Starter version of Word).
3. Access to the internet

Learning Outcomes:
1. Demonstrate proficient keyboarding techniques
2. Apply mailability standards to business documents using word processing software

Student Contribution/ Class Policies:
Students will be expected to comply with the policies outlined in the Midland College student handbook.
Instructor policies concerning attendance and academic behavior are consistent with the policies in the student handbook. Regular attendance is required to do well in this class. Students will be evaluated based on the results of examinations given throughout the semester.

Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

Students are expected to participate in class regularly. It is the student’s responsibility to log into Canvas. All due dates can be found on the course schedule posted in Canvas. Students are expected to behave in a manner that will not interfere with the learning process.

The last day for withdrawal is published in the Midland College catalog and the current course schedule. To drop a course, the student must complete an official withdrawal form with Student Services. Those students enrolled through the Virtual College of Texas (VCT) should contact their home institution for withdrawal dates and attendance policies.

Midland College does not tolerate scholastic dishonesty or academic misconduct in any form. Please read the Midland College student handbook.

Grading/ Evaluation of Students:
Upon completion, your performance objective scores will be translated to percentages and the percentages to grades. Assignments will be evaluated and a score assigned. The score will be expressed as a percentage of possible points earned. Percentages are converted to grades and will be assigned as follows:
<70% = F, 70% - 79% = C, 80% - 89% = B and 90% - 100% = A

10 (5-minute Timed Writings) .................................................................15%
Keyboarding Lessons .................................................................30%
Word Processing Lessons .................................................................40%
Exams (all exams will be proctored) ..............................................15%

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10 (5-minute Timed Writings) .................................................................15%
Keyboarding Lessons .................................................................30%
Word Processing Lessons .................................................................40%
Exams (all exams will be proctored) ..............................................15%
I will be using this rubric for your Timed Writing grade:
41+=A, 37-40=B, 32-36=C, 28-31=D, 0-27=F

Proctored Exams:
All exams must be proctored, while you can use your text, keep in mind that they are **timed** so you must be ready to complete it once it is opened. Exams will not be reset if you accidently access them.

Course Schedule:
This class meets for an equivalent of 4 contact hours per week. For a tentative schedule of the class material and specific due dates of assignments to be covered, please refer to the schedule provided under Schedule and Syllabus Module in Canvas.

Canvas:
It is important for you to log into Canvas every day.

ADA Statement:
Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester. More information can be found at disability services or by contacting the Midland College Disability Specialist, Dale Williams at 685-5598.

Applied Technology Division Information:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Dean</td>
<td>Curt Pervier</td>
<td>(432) 685-4677</td>
</tr>
<tr>
<td>Program Chair</td>
<td>Sylvia Brown</td>
<td>(432) 685-4717</td>
</tr>
<tr>
<td>Division Secretary</td>
<td>Lisa Tanner</td>
<td>(432) 685-4676</td>
</tr>
</tbody>
</table>

Communication is important! If you have a problem that is interfering with your successful completion of this course, please contact the instructor. Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor’s availability at a specific time.

Allow for 24 hours for the instructor to return all calls and emails.