



**Attendance:** Attendance is vital for successful completion of this course. Punctuality is important—class starts at 4 p.m. sharp. **Tardiness will be recorded. More than two (50 minute) absences may result in a No Pass grade.** All absences must be made up.

**Evaluation:** You will take speed/accuracy timings during the five-week session. You will also take unit tests covering the material presented both in the textbook and during class instruction.

This is a Pass/No Pass course. In order to receive a Pass grade and credit for this course, you must complete the following:

Complete Unit Worksheets

Complete Unit Projects

Complete Final Test with a grade of 70% or higher

One-minute timing: 120 digits per minute or faster (no errors)

The two best timings will be recorded

**Special Needs:** The Computer Applications and Office System Department, in conjunction with the Office of Student Disabilities, will make every effort to accommodate persons with physical and learning disabilities. It is the responsibility of students with special needs to discuss this with their instructor within the first week of class.

**Audit:** If you wish to AUDIT this class, you will need to arrange this with me during the first week of the class. You will not receive a grade or credit for the class if you choose to Audit it. **You must have regular attendance in the class to receive an Audit grade (a maximum of two absences allowed).**