SPRING 2014
COMPUTER APPLICATIONS 002
COMPUTER KEYBOARDING II
Section #7002

Instructor: Ms. Woodmansee
Class: Tuesday & Thursday 10:35 a.m. – 1:00 p.m.

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Office Telephone: (818) 364-7848
Office Location: Inst. Bldg. #18

Office Hours:	Monday & Wednesday	8:55 a.m. – 9:25 a.m.
		& 3:45 p.m. – 4:45 p.m.
	Tuesday & Thursday	3:30 p.m. – 4:45 p.m.

Text:

Textbook Only: (if you already have a passcode from Keyboarding I) Ober, et al, *Gregg College Keyboarding & Document Processing*, Lessons 61-120, 11th Edition, (ISBN 978-0-07-731940-3)

OR

Entire Kit: Ober, et al, *Gregg College Keyboarding & Document Processing* w/Word 2010 Manual, Kit 2, Lessons 61-120, 11th Edition. (ISBN 978-0-07-735657-6).

Supplies:

USB Flash Drive and printer card, and three #10 envelopes.

Website for Keyboarding 2 Class:

https://lamission.gdp11.com
Log in with your Username and Password

Description:

This is an intermediate keyboarding course designed to further develop speed and accuracy in computer keyboarding to at least 40 words a minute. This course also emphasizes keyboarding and formatting letters, memos, reports, and business forms using Microsoft Word and introduces formatting of medical and legal documents.

Student Learning Outcomes:

As a result of students taking CAOT 2, students will demonstrate the ability to:

1. Key at a rate of 40 words per minute for five minutes with no more than 5 errors using correct touch-typing techniques. Assessment will include five-minute timed writings.

2. Produce properly formatted and keyed business correspondence. Assessment will include practical examinations on the computer.

3. Follow written and oral instructions. Assessment will include evaluation of content of submitted work.

4. Use good work habits as evidenced by timely submission of assignments.

Objectives:

- Create different report types.

- Format agendas and minutes.

- Create memo reports and create multipage memos with tables.

- Create tables formatted sideways and apply braced column headings.

Student Conduct:

- Attendance: It is important that you attend class. You are expected to attend class and are responsible for assigned course work. Arrive on time and do not leave early.

  If you have more than three absences, you may be dropped from your class on your fourth absence.

  If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF ONLINE– OFFICIALLY - on or before May 11, 2014.
  Failure to do so will result in a grade of "F" in the class.

  There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. In order to avoid a W, students must drop before February 23, 2014.

- Lecture attendance is required.

- Turn cell phones and any other electronic devices on vibrate during class time. No texting is allowed during class.

- Food or drinks are not permitted in the classroom.

- Respect everyone in the class; disrespectfulness will not be tolerated.

- Cheating Policy: Cheating constitutes academic dishonesty. Each student is responsible to do his/her own work on assignments and on exams. Any cheating will be dealt with as severely as College policy allows. Penalty ranges from no credit for the assignment to exclusion and/or an "F" grade for the course. Any instance of academic dishonesty will significantly affect the grade of all individuals involved. The use of any electronic devices during an exam is prohibited.

Student E-Mail at LACCD Website

All students have an e-mail account that can be accessed through the LACCD Website at www.laccd.edu. Log in with your student ID and your password (month and date of your birthday). Click on Main Menu. Click on Assigned Student E-Mail Address. You will then see messages and reminders.

You can forward your LACCD e-mail to your personal account.

Student Evaluation:

a. Assignments should be completed and submitted for each group of chapters according to the student progress chart and class calendar.

b. Students must successfully complete all applicable requirements prior to the appropriate test. Chapter work will not be accepted after the test.

c. Complete and submit two 5-minute official timings once a week.

Six 5-minute official timed writings with a maximum of five errors are required. The timed-writing grade is lowered one level if only 4 or 5 acceptable timings are completed. If fewer than four are passed, the grade is lowered two levels.

The following scale shows the goals for the end of the semester:

5-minute timings

Gross Words	0 - 5 Errors
50 and up	A
43 - 49	B
36 - 42	C
29 - 35	D

Grading:

The final grade will be based upon the following:

Lessons	15%
Tests	35%
Report	10%
Timings	20%
Final	20%

Class Calendar Spring 2014:

Week 1:	2/11 & 2/13	Lesson 61 Begin 5-minute timings
Week 2:	2/18 & 2/20	Lesson 62 Last day to drop without receiving a "W" with refund 2/21 – In Person, 2/23 – Internet
Week 3:	2/25 & 2/27	Lesson 63
Week 4:	3/4 & 3/6	Lessons 64 & 66
Week 5:	3/11 & 3/13	Lessons 67 & 68
Week 6:	3/18 & 3/20	Lessons 69 & 70 Test 1: Lessons 61 – 70
Week 7:	3/25 & 3/27	Lesson 71 – 73
Week 8:	4/1 & 4/3	Lessons 77 & 78 Test 2: Lessons 71 – 73 & 77 – 78
	April 7 – April 13	Spring Break
Week 9:	4/15 & 4/17	Lessons 86 – 88 Begin Formal Report
Week 10:	4/22 & 4/24	Lessons 89 & 90 Formal Report Due

Week 11:	4/29 & 5/1	Lessons 91 & 92
Week 12:	5/6 & 5/8	Lessons 93 & 94 Last Day to Drop with a "W" 5/9 – In Person, 5/11 – Internet**
Week 13:	5/13 & 5/15	Lessons 95 – 97
Week 14:	5/20 & 5/22	Lessons 98 & 99
Week 15:	*5/29	Lesson 100 Test 3: Lessons 91 – 100
Week 16:	6/3	Final

*No Class:
2/14 - 2/17 – President's Day
3/31 - Cesar Chavez Day
4/7 - 4/13 – Spring Break
5/26 - Memorial Day
5/27 – Non-Instruction Day

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