SPRING 2013
COMPUTER APPLICATIONS 003
Keyboarding III
Section #7003

Instructor: Ms. Woodmansee
Class: Tuesday & Thursday 8:55 – 11:20 a.m.

E-Mail Address: JWoodm@hotmail.com
Website: www.lamission.edu/~woodmajw
Office Telephone: (818) 364-7848
Office Location: Inst. Bldg. #18

Office Hours:	Monday & Wednesday	3:00 – 3:45 p.m.
	Tuesday & Thursday	1:50 – 3:45 p.m.

Text:

Ober, Hanson et al, *College Document Processing*, Lessons 121-180, 10th Edition. (ISBN 978-0-07-296343-4)

Supplies:

Printer card, USB Flash Drive (non-U3 compatible), window envelopes, and highlighter.

Description:

This is an advanced course designed to develop speed and accuracy in computer keyboarding to at least 50 words a minute. Students will learn how to handle integrated office projects using Microsoft Word to produce legal, medical, insurance, banking, travel, government, and energy documents.

Student Learning Outcomes:

As a result of students taking CAOT 3, students will demonstrate the ability to:

1. Key a minimum of 50 words a minute for five minutes with no more than 5 errors on instructor-administered timed writings using correct touch-typing techniques. Assessment will include five-minute timed writings.

2. Produce business letters, tables, forms, reports, news releases, legal documents, and medical documents in mailable format using Microsoft Word. Assessment will include practical examinations on the computer.

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

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 don't 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 – OFFICIALLY – before the drop deadline. If you do not drop by the deadline, your name will appear on the grade roster at the end of the semester, and it will result in a grade of F in that class.

  A new policy has gone into effect that limits all students to just three chances at a particular course. This includes W's as well as D's or F's, and in order to avoid a W, students must drop before the census date at the beginning of the third week.
  See class calendar for deadline.

- Lecture attendance is required.

- Turn cell phones and any other electronic devices off during class time.

- Food and/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 tests. 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 and will be reported to the administration. The use of any electronic devices during an exam is prohibited.

Student Evaluation:

a. Assignments should be completed and submitted for each unit, beginning with Unit 27, according to the Student Progress Chart and Class Calendar.

b. Hand in required assignments including printouts of Portfolio and Word documents. Also e-mail Word documents to instructor at jwoodm@hotmail.com.

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

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

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

The following scale shows the speed goal for the end of the semester:

5-Minute Timings

Gross Words	0-5 Errors
60+	A
53-59	B
46-52	C
39-45	D

Grading:

The final grade will be based upon the following:

Unit Work	20%
Tests	40%
Timings	20%
Final Exam	20%

Class Calendar Spring 2013:

Week 1:	2/4	Unit 27
Week 2:	2/11	Unit 28
Week 3:	*2/18	Unit 29 2/18 – Last day to drop without receiving a "W" with refund
Week 4:	2/25	Unit 30 Test 1
Week 5:	3/4	Unit 30 (continued)
Week 6:	3/11	Unit 31
Week 7:	3/18	Unit 31 (continued)
Week 8:	*3/25	Unit 32
	March 28 – April 5	Spring Break
Week 9:	4/8	Unit 32 (continued)
Week 10:	4/15	Unit 33 Test 2
Week 11:	4/22	Unit 33 (continued)
Week 12:	4/29	Unit 34 Last Day to Drop with a "W" 5/3 – In Person, 5/5 – Internet

Week 13:	5/6	Unit 34 (continued)
Week 14:	5/13	Unit 35
Week 15:	5/22	Test 3 Unit 35 (continued)
Week 16:	*5/27	Final

*No Class:
2/15-2/18 – President's Day
3/28-4/5 – Spring Break
5/27 – Memorial Day