

SPRING 2013
COMPUTER AND OFFICE APPLICATIONS 6
Electronic Calculators
Section #7004

Instructor: Ms. Woodmansee
Class: Monday & Wednesday 2:05 p.m.-3:00 p.m.

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

Text: William R. Pasewark, Calculators: Printing and Display, 5th Edition.
 (ISBN 978-0-8400-6535-3)

Supplies: Course syllabus

Description:

Develops skill in using the ten-key calculator and the computer numeric keypad to do basic mathematical operations. Develops the ability to use the ten-key numeric pad by touch. Reviews basic math concepts and develops the ability to solve computation problems by using a variety of mathematical and business functions.

Student Learning Outcomes:

- Use the basic operations of the calculator and the computer numeric keypad.
- Perform touch addition at a minimum of 120 strokes per minute with no more than 12 errors.
- Perform various calculating procedures involved in business records.

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.

Rounding Answers:

If the portion to be dropped begins with 5 or more, add 1 to the last figure retained. If the portion to be dropped is less than 5, discard it.

Intermediate calculations: Do not round off too soon. Carry intermediate answers to at least one place more than is needed in the final answer.

Recording final answers:

- Round money to the nearest cent.
- Round percentages to the nearest tenth.
- Round decimal answers to the nearest thousandth.

Timings:

Students will take 2 eight-minute timings per week beginning with job 5.

Evaluation:

Tests will be given following Job 5, 10, and 15.

Grades on timings, tests, and the final exam will each constitute one-third of the final grade.

Class Calendar Spring 2012

Week 1:	2/4	Job 1
Week 2:	2/11	Job 2 2/18 – Last Day to drop without incurring fees or with a refund
Week 3:	*2/18	Job 3 & 4
Week 4:	2/25	Job 5
Week 5:	3/4	Test 1: Jobs 1 - 5
Week 6:	3/11	Job 6
Week 7:	3/18	Job 7 & 8
Week 8:	*3/25	Job 9
	March 28 – April 5	Spring Break
Week 9:	4/8	Job 10
Week 10:	4/15	Test 2: Job 6 - 10
Week 11:	4/22	Job 11
Week 12:	4/29	Job 12 & 13 Last Day to Drop with a "W" 5/3 – In Person, 5/5 – Internet
Week 13:	5/6	Job 14
Week 14:	5/13	Job 15
Week 15:	5/20	Test 3: Jobs 11 - 15
Week 16:	*5/27	FINAL

*No Class:

2/15-2/18 – President's Day

3/28-4/5 – Spring Break

5/27 – Memorial Day