

FALL 2012
COMPUTER APPLICATIONS 76
Keyboarding For Computers
Section # 8009

Instructor: Dr. Holt
Class: Saturday 9:00 – 11:05 a.m.
E-Mail Address: holtsb@lamission.edu
Website: lamission.edu/~holtsb
Office Hours: 8-9am Saturdays, by appointment

Description:

Designed to meet the needs of the data processing students by giving them skills necessary to input information into a computer efficiently and accurately.

Text:

Ober, et al, College Keyboarding, Lessons 1-20 Kit, 11th edition. (ISBN 978-0-07-737714-4)

Supplies:

Printer card.

Student Learning Outcomes:

As a result of students taking CAOT 76, students will demonstrate the ability to key at a rate of 19 words per minute for 3 minutes with no more than 3 errors using correct touch-typing techniques. Assessment will include three-minute timed writings.

Course Objective:

To provide the requisite skills to input information on a computer terminal efficiently and accurately.

Evaluation

Beginning with Lesson 10, students will be responsible for taking two 3-minute timings after each lesson. By the end of the semester, at least six 3-minute timings must be completed with 3 errors or less.

If the student passes only four or five timings, the timed writing grade is automatically lowered one level. If fewer than four are passed, the grade is automatically lowered two levels.

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

<u>Net Words</u>	<u>0-3 Errors</u>
31+	A
25 - 30	B
19 - 24	C
14 - 18	D

The final grade will be based upon the following

Timings taken through the semester	40%
Final Exam	60%

The final exam will consist of six 3-minute timings. The best three will be averaged to determine the final exam grade.

Class Calendar Fall 2012:

Week 1:	9/1	Orientation Lessons 1 – 2 Last day to drop with a refund (without a “W”) 9/7 – In Person, 9/9 – Internet
Week 2:	9/8	Lessons 3 – 4 9/10 – Last day to drop with a refund (with a “W”)
Week 3:	9/15	Lessons 4 – 5
Week 4:	9/22	Lessons 5 – 6 9/23 – Last Day to Drop without a “W”
Week 5:	9/29	Lessons 7 – 8
Week 6:	10/6	Lessons 9 – 10 Beginning with Lesson 10 submit two 3-minute timings with each lesson.
Week 7:	10/13	Lesson 11
Week 8:	10/20	Lesson 12
Week 9:	10/27	Lesson 13
Week 10:	11/3	Lessons 14 & 15
Week 11:	11/10	Lesson 16 Last day to drop with a “W” 11/16 – In Person, 11/18 – Internet
Week 12:	11/17	Lesson 17
Week 13:	11/24 No Class	YAY!!!
Week 14:	12/1	Lessons 18 & 19
Week 15:	12/8	Lesson 20
Week 16:	12/15	Final