

FALL 2012
COMPUTER APPLICATIONS 1
Keyboarding I
Section # 8015

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

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Office Location: Inst. Bldg. #18

Office Hours: Monday & Wednesday 8:30 – 9:00 a.m.

Tuesday & Thursday 1:00 – 3:30 p.m.

Description:

In this beginning computer keyboarding course, students will learn how to key by touch while developing speed and accuracy with the goal of achieving 30 words per minute by the end of the semester. Students also will learn how to use Microsoft Word to format letters, memos, tables, and reports.

Text:

Ober, et al, Gregg College Keyboarding & Document Processing w/Word 2010 Manual, Kit 1, Lessons 1-60, 11th Edition. (ISBN 978-0-07-735660-6)

Supplies:

Course syllabus, USB Flash Drive, printer card, 1 Scantron form, #2 pencil, and highlighter.

Student Learning Outcomes:

As a result of students taking CAOT 1, students will demonstrate the ability to:

1. Key at a rate of 30 words per minute for three minutes with no more than 3 errors, using correct touch-typing techniques. Assessment will include three-minute timed writings.
2. Create, format, and edit business documents including letters, memos, tables, and reports using Microsoft Word. Assessment will include practical exams on the computer; e.g., using the computer. Students will key five business documents within a two-hour time period.
3. Use good work habits as evidenced by timely submission of assignments.

Course Objectives:

- Demonstrate the ability to keyboard by touch on the computer using correct keyboarding technique.
- Create business letters and interoffice memos.
- Create boxed and open tables.
- Create reports and demonstrate the ability to use footnotes, headers and footers, hanging indents, and dot leader tabs.
- Demonstrate the ability to type a minimum of 30 words a minute with no more than one error a minute.

Course Content:

- a. Presentation of complete keyboard and basic computer parts.
- b. Presentation of basic Word commands.
- c. Letters
- d. Memos
- e. Tables
- f. Reports

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. However, it is not your instructor's responsibility to drop you. It is your responsibility to drop if you decide not to finish the course. If you do not drop by the deadline, your name will appear on the grade roster at the end of the semester, and I will have no choice but to assign an F grade for the course.

This semester a new policy goes 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 someone 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 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 Evaluation:

- a. Beginning with Lesson 21, students will take 3-minute timed writings. Students must pass at least five 3-minute timings with three errors or less. Official timings must be submitted within a half hour.

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

- b. The following scale shows the speed goal for the end of the semester.

<u>Gross Words</u>	<u>0-3 Errors</u>
40 and up	A
33-39	B
26-32	C
19-25	D

- c. Grading will be based on twelve Student Portfolios (100 points), Timed Writings (250 points), three Pretests (150 points), four Tests (400 points), and the Final Exam (100 points), for a total of 1,000 points possible.

The final grade will be based on the following points:

900 – 1,000	A	(90-100% of 1,000)
800 – 899	B	(80-89% of 1,000)
700 – 799	C	(70-79% of 1,000)
600 – 699	D	(60-69% of 1,000)
Under 599	F	(59% and below)

Class Calendar Fall 2012:

Week 1:	8/28	Lessons 1 – 3
Week 2:	9/4	Lessons 4 – 8 Last day to drop with a refund (without a "W") 9/7 – In Person, 9/9 – Internet 9/10 – Last day to drop with a refund (with a "W")
Week 3:	9/11	Lessons 9 – 12
Week 4:	9/18	Lessons 13 – 16
Week 5:	9/25	Lessons 17 – 20
Week 6:	10/2	Lessons 21 – 24 Test 1: Lessons 1-20 Begin 3-minute timings
Week 7:	10/9	Lessons 25, 26, 27, and 29
Week 8:	10/16	Lesson 31 PRETEST 2 Test 2: Lessons 25, 26, 27, & 29
Week 9:	10/23	Lessons 32 – 34
Week 10:	10/30	Lessons 35 – 37 PRETEST 3
Week 11:	11/6	Lessons 38, 39 Test 3: Lessons 31-35
Week 12:	11/13	Lessons 43, 44 Last day to drop with a "W" 11/16 – In Person, 11/18 – Internet
Week 13:	11/20 *11/22 – Thanksgiving	Lesson 45 PRETEST 4
Week 14:	11/27	Lessons 46, 49 Test 4: Lessons 36-39 & 43-45
Week 15:	12/4	Lesson 50
Week 16:	12/11	Final