

FALL 2012
COMPUTER APPLICATIONS 76
Keyboarding For Computers
Section # 8016

Instructor: Ms. Woodmansee
Class: Tuesday & Thursday 10:35 – 11:30 a.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:

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.

Student Conduct:

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.

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:	8/28	Orientation Lessons 1 – 2
Week 2:	9/4	Lessons 3 – 4 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 4 – 5
Week 4:	9/18	Lessons 5 – 6
Week 5:	9/25	Lessons 7 – 8
Week 6:	10/2	Lessons 9 – 10 Beginning with Lesson 10 submit two 3-minute timings with each lesson.
Week 7:	10/9	Lesson 11
Week 8:	10/16	Lesson 12
Week 9:	10/23	Lesson 13
Week 10:	10/30	Lessons 14 & 15
Week 11:	11/6	Lesson 16
Week 12:	11/13	Lesson 17 Last day to drop with a “W” 11/16 – In Person, 11/18 – Internet
Week 13:	11/20 *11/22 – Thanksgiving	Lesson 18
Week 14:	11/27	Lesson 19
Week 15:	12/4	Lesson 20
Week 16:	12/11	Final