



Division: Computer Application Office Technology
Course name: Computer Keyboarding and Document Applications
Section: 0604 / **Semester:** Spring 2014

Instructor Name: Barbara Slaughter

School Website: www.wlac.edu

Class Hours: Tuesday / Thursday
8:00 a.m. to 11:05 a.m.

Address: 9000 Overland Avenue, Culver City, CA 90230

Office Hours: Tuesday / Thursday
7:30 a.m. to 8:00 a.m.

Instructor E-mail: bjslaughter@hotmail.com

Welcome

This semester, you will work to develop your typing skills by learning proper finger placement on the keyboard. Through repetition and practice you should be able to type by touch with increasing speed and reduced errors. The goal is for you to type at least 20 wpm with no more than 5 errors by the end of this course. The skills you learn here will help you succeed both in and out of class. Developing typing skills can lead not only to employment but also give you the ability to produce term papers and other assignments in a fast accurate manner. Remember you determine your level of success. Successful college students are self-motivated. Successful college students understand the importance of practicing the material and coming to class prepared to stay the course. YOU CAN DO IT and I'm here to help. 😊

Course Description

Students are instructed in proper keyboarding techniques which, if practiced diligently, lead to the mastery of the computer keyboard by touch. This course is useful for anyone using a conventional computer keyboard to efficiently and accurately enter text. Students may enroll in CAOT 84 or CAOT 39 when CAOT 1A is successfully completed.

Required Texts

Gregg College Keyboarding & Document Processing 11th Edition, Kit 4, Lessons 1-20, Publisher McGraw-Hill, ISBN-978-0-07-734558-7. (WLAC bookstore)

In order to utilize the material presented in this textbook, you need an access code. The access code comes with the purchase of a new book. If you purchase a used book, you must purchase an access code from the publisher.

Student Learning Objectives

Upon successful completion of this course, students should be able to type a minimum of 20 wpm with no more than five errors and use current hardware and software applications to enhance business and individual productivity.

Institutional Learning Outcomes (ILOs)

This course will also facilitate the following Institutional Learning Outcomes:

- A. Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.
- B. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.
- C. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

Course Requirements and assignment guidelines

This course is taught using interactive software. The course is self-paced and designed to give students all the practice needed to increase speed and reduce errors. The course meets two days a week for a total of six hours. Student enrolled in this class are expected to be present and on time. Students are expected to complete Lessons 1 through 20, be present for the review of the General Information test and take the final. The final will consist of a typing test and the General Information test.

Grading

Timed Writing: 70 percent

General Information Test: 20 percent

Lessons 1-20: 10 percent

Timed writing (take two, two minute timed writings maximum errors 5)

WAM	30+	29-25	24-20	19-17	16-0
Grade	A	B	C	D	F

General Information Test

Percent Correct	100-90	89-80	79-70	69-60	59-50
Grade	A	B	C	D	F

Your timed writing grade must be a C or better in the course in order to use this class for meeting a prerequisite. The computed average of the two exam parts plus attendance must be at least a C to advance.

Class Policies

Attendance

Students are expected to attend class, be prompt, and remain in class for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. A student may be dropped from class whenever such student is absent more hours than the number of hours the class meets per week. Withdrawal from class can affect eligibility for federal financial aid.

Cell Phones, iPods, etc.

Turn them off and put them away when class begins! Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod, for time you are in class. Talking and texting on cell phones not only distracts you, but they are a distraction for me and your peers. If you have to answer an emergency phone call, please step out of the classroom.

Contacting Me

E-mail is the best and quickest way to contact me. Email is also the official method of communicating with you. Every WLAC student has an email address. Check your Student.LACCD@Edu account periodically. To access your account, visit www.wlac.edu and click on the Student Email button. To log in use your student ID number and your birth date and month.

College Policies:

Academic Integrity

Students are responsible for the honest completion and representation of their work. When there is evidence of cheating in the classroom, the instructor will assign a failing grade "F" or zero points to the examination or assignment in which the alleged cheating occurred. Using any materials which provide undue advantage on any exam administered in the course will result in a failing grade. This includes but is not limited to looking at another student's exam, using phones or other communication systems to text message during exams, talking with others during exams. Exams are to be a measure of what you as an individual have learned.

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf

Campus Resources

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me and check out some of the campus resources available to you.

Office of Disabled Student Programs and Services (DSP&S)

Disabled student services is located in the Heldman Learning Resources Center (HLRC), Room 119 | (310) 287-4450. West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Dropping the course

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so at the Admissions and Business Offices and keep your receipt. Pay attention to drop dates in the Schedule of Classes.

Last Day to Drop class w/o a "W" Thursday, February 13, 2014

Last Day to drop class with a "W" Friday, March 21, 2014

Additional Services

Please make use of the division web site www.wlac.edu/csit to obtain information about CSIT/CAOT including frequently asked questions and division announcements, requirements for degree and certificated programs, free downloads, and internship information. Also make use of the college web site www.wlac.edu to find out about financial aid, student service programs, course syllabi, etc.

NO CHILDREN, PERSONAL TYPING, INTERNET SURFING, FOOD/BEVERAGES ARE PERMITTED IN THE CLASSROOM

Student Acknowledgment

(Please return this sheet to the instructor)

"I _____, have completely read this syllabus and understand and agree to the course requirements."

Please indicate below your reasons for taking this course.
