

## COURSE INFORMATION

Title: Computer Keyboarding and Document Applications  
Number: CAOT 1A  
Section: 0604  
Semester: Fall 2013  
Day/Time: Tuesday/Thursday 8:00 a.m. to 11:05 a.m.  
Location: CE105A

## INSTRUCTOR CONTACT INFORMATION

Name: Barbara Slaughter  
Office Location: CE105A  
Office Hours: 7:30 a.m. to 8:00 a.m. Tuesday/Thursday  
Office Telephone: 310-287-4200, Extension 8129  
Email: [bjslaughter@hotmail.com](mailto:bjslaughter@hotmail.com)

## COURSE DESCRIPTION

In this course students are instructed in proper keyboarding techniques which, if practiced diligently, lead to the mastery of the computer keyboard by touch. Through practice students can develop speed and reduce errors. 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 TEXTBOOKS

*Gregg College Keyboarding & Document Processing* 11<sup>th</sup> Edition, Publisher McGraw-Hill, ISBN-978-0-07-790928-4. This book may be purchased at the campus bookstore.

## STUDENT LEARNING OUTCOMES

### Course SLOs

Upon completion of this course, the successful student will 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. Developing and then improving ones typing ability will benefit the student throughout his/her educational endeavors and beyond. Students who are proficient typists can produce term papers as well as a variety of other documents, which must be presented in a typed format, with ease and alacrity.

## INSTRUCTIONAL METHODS

This course is taught using interactive software. The course is self-paced and designed to give students all the practice needed in order to increase speed and reduce errors.

## STUDENT RESPONSIBILITIES

This class meets two days a week for a total of six hours. Students enrolled in this class are expected to be present and on time. Students are expected to complete Lessons 1 through 20 in the textbook, be present for the review of the General Information test, and take the final. The final consists of a typing test and the General Information test.

## ATTENDANCE AND TARDY POLICY

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.

## GRADING METHOD AND SCALE

Upon completion of Lesson 20, the final will consist of:

1. Timed writing (counts 70 percent)
2. General Information test (counts 20 percent)
3. Technique (counts 10)

Grading scales for the final exam (subject to modification):

1. Timed writing (take two, two minute timed writing/five errors maximum)

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

2. General Information Test

Percent Correct	100-90	89-80	79-70	69-60	59-50
	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.

## CELL PHONES

Cell phones must be on vibrate as a courtesy to your classmates and your instructor. It is not acceptable to take phone calls or text in class. If you have to answer an emergency phone call, please step out of the classroom.

## ELECTRONIC MAIL

Email is the official method of communicating with you. Every WLAC student has an email address. Check your [Student.LACCD@Edu](mailto:Student.LACCD@Edu) account periodically. To access your account, visit [www.wlac.edu](http://www.wlac.edu) and click on the Student Email button. To log in use your student ID number and your birth date and month.

## DISABLED STUDENT SERVICES

If you know or think that you have any learning or physical disabilities, please call Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in HLRC 121 at 310-287-4450. The DSPS will then contact your instructors to notify them of needed accommodations.

## 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 classes w/o a "W"	Friday, August 30, 2013
Last Day to Drop classes with a "W"	Friday, October 4, 2013

## OTHER IMPORTANT DATES: College Closed

Labor Day	September 2, 2013
Veterans Day	November 11, 2013
Thanksgiving	November 28-29, 2013
Thanksgiving (Non Instruction)	November 30 to December 1, 2013

## 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 may assign a failing grade "F" or zero points to the examination or assignment in which the alleged cheating occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the cheating charge.

## FORMS OF BEHAVIOR WHICH VIOLATE ACADEMIC INTEGRITY

### Cheating

Using any materials which provide undue advantage on any exam administered in the course. 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.

### ADDITIONAL SERVICES

Please make use of the division web site [www.wlac.edu/csit](http://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](http://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.**

