

SYLLABUS

OAKTON COMMUNITY COLLEGE

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Computer Technology & Information Systems

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Online Office Hour: Monday 10pm – 11pm

I.	Course Prefix	Course Number	Course Name	Credit	Lecture	Lab
	CAB	102	Computer Keyboarding	1	1	1

II. **PREREQUISITE:** None

III. **COURSE (CATALOG) DESCRIPTION:**

This course allows the beginning student to master touch typing on an electronic keyboard and develop minimum speed and accuracy competencies. Basic equipment functions such as accessing the system, formatting, editing, and printing are taught on a computer.

IV. **LEARNING OBJECTIVES:**

Master the keyboard with proper technique; eyes on copy, or if no copy; not looking at the keyboard. Learn basic networking concepts. Be exposed to basic ethical issues involving software copyrights. Learn basic information processing concepts. Develop techniques for identifying and correcting errors. Attain a minimum keyboarding speed of 18 words per minute for one minute with three or fewer errors for a C grade and 25 words per minute for a grade of an A.

V. **ACADEMIC INTEGRITY:**

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- o cheating
- o plagiarism (turning in work not written by you, or lacking proper citation)
- o falsification and fabrication (lying or distorting the truth)
- o helping others to cheat
- o unauthorized changes on official documents
- o pretending to be someone else or having someone else pretend to be you
- o making or accepting bribes, special favors, or threats and
- o any other behavior that violated academic integrity

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years. Details of the Code of Academic Conduct can be found in the Student Handbook.

VI. OUTLINE OF TOPICS:

- A. Introduction to the Computer
 - 1. Basic network concepts
 - 2. Equipment components
- B. Development of Manipulative Skills
 - 1. Alphabetic
 - 2. Numeric
 - 3. Symbols
 - 4. Skill building
- C. Ethical Issues
 - 1. Basic copyright law
 - 2. Software copies
- D. Application Skills - Information Processing Concepts
 - 1. Saving
 - 2. Retrieving
 - 3. Remote printing

VII. METHODS OF INSTRUCTION:

- A. Individual instruction through Keyboarding Pro 5 software.
- B. Online seminars on making corrections and skill developments.

VIII. COURSE PRACTICES REQUIRED:

- A. Keep in contact with instructor via Email.
- B. Complete lessons 1 – 25 on time as listed by due dates on Class Schedule using the Keyboarding Pro 5 software and textbook.
- C. Complete required timing writings from textbook.
- D. Submit all lessons **on time** through the Keyboarding Pro 5 software.

- IX. INSTRUCTIONAL MATERIALS:** (edition 17e, ISBN # 0538730358)
College Keyboarding Lessons 1-25, by VanHuss, Forde, Woo. Publisher – Thomson Learning (Required). Keyboarding Pro 5 software is included with the book. **(not Pro 4)**
Software does not work on a MAC.

X. METHODS OF EVALUATING STUDENT PROGRESS:

Grade based on:

- 30% completion of Lessons 1-25
- 10% **on time completion of lessons** by weekly due dates
- 10% contact with instructor via Email (**check your email** 3 times per week)
- 50% timed writings.

Timed Writing Scale for a one-minute timing (2 error limit)

A = 25 + words per minute

B = 21 - 24

C = 18 - 20

D = 15 – 17

XI. OTHER COURSE INFORMATION:

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in the Learning Center. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

Software users! Copying software is in violation of Federal law and College policies. Suspected violations will be vigorously investigated and if warranted, appropriate penalties will be applied. Specifically, you do not have the right to; Make copies of software for yourself or others or receive and use unauthorized copies of software.

XII. SOFTWARE CHECKOUT

Oakton Community College has partnered with the MSDN (Microsoft Developer Network) Academic Alliance to provide credit and non-credit students who are registered for CTIS (CIS, CAB, WWW) courses some of Microsoft's software that you may use to complete your studies. It may not be reproduced, redistributed, sold, rented, leased, or transferred to any third party including contractors, other students, other department's personnel, other companies, or consultants performing services. Any reproduction or redistribution of the software is prohibited by law, and may result in severe civil and criminal penalties. Currently this software includes MS Visual Studio.Net 2005, Windows XP Professional, Microsoft Office Access 2007, Windows Vista Business, Project Professional 2007, and Microsoft Visio Professional. This service does not provide installation .

XIII. SECURITY STATEMENT

In response to Columbine and the NIU tragedies police agencies in Illinois have developed training for law enforcement and the public school systems. These Nationally accepted law enforcement response plans have been adopted by Oakton's Public Safety Department. Your actions will influence others therefore, Oakton is asking you as a student to:

- o stay calm
- o secure the immediate area; lock, block, & barricade
- o call 911 and:
 - + report your specific location
 - + number of people at your location
 - + injuries
 - + assailants; location, number, race, gender, clothing, physical features, type of weapon

Class Code: (is different for each semester and is 32 digits long)
I will email you the current class code

Revised for D2L