

Office Technology 1
Mrs. Pam Gilmore

Computer Basics

REEDLEY COLLEGE
Quarter 1, Spring 2000

MW 3:00-4:00 p.m., F 3:00-4:50 p.m.

COURSE OBJECTIVES:

This course is designed to prepare future office workers to effectively and efficiently use a computer. Upon completion of this course, the student will be able to:

- Use a mouse
- Use a keyboard
- Understand the difference between hardware and software
- Be able to use Windows 95 to access applications
- Be able to use a word processing application
- Be able to use a spreadsheet application
- Be able to access and use the Internet

REQUIRED TEXT: Computing Essentials 1999-2000, O'Leary, Timothy J., and Linda I. O'Leary, The McGraw-Hill Companies, Inc., 1999

ATTENDANCE: Students are expected to attend all class meetings, be on time, and be in class the entire class session. The only excused absences are those due to a school-related activity or a requirement to appear in court. Calling me to tell me you will be absent **does not** excuse you.

STUDENTS LEAVING CLASS BEFORE THE END OF CLASS WILL BE COUNTED AS BEING ABSENT! Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins. If you decide to drop the course, it is **your** responsibility to make the drop official in the Administrations and Records office or else possibly receive a grade of F.

HOLIDAYS: M 1/17, F 2/18, M 2/21

DROP DEADLINE: _____

ATTENDANCE GRADE: Each student will begin the semester with **24** attendance points. Each absence will result in the loss of four (4) attendance points. If you are absent more than six (6) times, you will continue to lose four points per absence, but now these points will be taken from other earned points, such as homework and tests.

TARDIES: Students are expected to be on time. It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late. Two tardies will be counted as an absence, and each tardy will result in a loss of two (2) attendance points.

HOMEWORK: Some homework will be collected. Each assignment collected will be worth ten (10) points and will be graded on completeness, neatness, and effort. Homework should be written or keyboarded on one side of a standard sized paper 8.5" x 11" (No spiral paper please) stapled in the upper left-hand corner, and in order. Record the class name, your name, homework (chapter and problems), and date on each homework assignment. On graded homework, a selected few problems will be graded. You will also be given homework checks. **NO LATE HOMEWORK WILL BE**

ACCEPTED! *Note: Being absent the day homework is collected does not entitle you to turn it in late!*

TESTS: There are no makeups for missed tests. **NO EXCEPTIONS!**

FINAL EXAM: A two-hour comprehensive final exam worth 1 test will be given at the end of the quarter. The final exam will replace your lowest test score.

Students are required to participate in all class discussions and activities. You may not start the homework during class. You may not study for another class or read a book during class.

GRADING:

- ***HOMEWORK:*** All of your homework scores and your attendance points will be added up and divided by the total possible (homework + attendance) points for the semester. This number is then multiplied by 100 to give a score between 0 and 100.
- ***TESTS:*** All of your test percentages will be averaged. This will give you a score between 0 and 100.
- Your homework grade is worth 40% of your grade. Your test score is worth 60% of your grade.
Example: If your homework grade is 75 and your test grade is 65, then you would compute your grade as follows:

$$(.40)(75) + (.60)(70) = 30 + 42 = 72$$

Percent of Total Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F