



# CA10D –Syllabus Spring 2012 Instructor: Lisa Kaaz Keyboarding/Document Formatting



## Welcome to CA10D!

This syllabus/information document provides important information on a variety of topics. The first section describes the syllabus. This is followed by information on how to enter ANGEL (our online classroom), how to decide if online learning is right for you, and information regarding the Keyboarding Pro 6 software. Please read all the information carefully and email me if you have any questions. I want this to be a fun, positive, online learning experience for you.

**Our ANGEL classroom will open the first day of class.**

If you are enrolled in this class, you must send me an e-mail from within our **ANGEL classroom** before the second day of class. This e-mail informs me of your intention to stay enrolled in the class and holds your spot. Because there is a long waiting list, those who do not send me an e-mail **from ANGEL** may be dropped to allow others to enroll.

## How this Course is Conducted

We will be using ANGEL, a Course Management Software program. Think of Angel as our classroom. In it is all of the information you will need to complete this class (assignments, testing, handouts, e-mail, and discussion boards). This document contains instructions on how to log into our classroom. This information is also on the WVC Home Page ([www.westvalley.edu](http://www.westvalley.edu)).

## Course Description and Objectives

### ***Keyboarding (Available for Windows computers only)***

The first four weeks of class is devoted to keyboarding. THIS IS THE EASIEST PART OF THE CLASS. This portion of class is designed for both beginning students who have never typed, and students who already know the keyboard but want to improve their speed and accuracy skills.

Beginning students will learn the touch system of keyboarding including the alphabet, numbers, and symbols. Your keyboarding goal: reach 20 wpm (words per minute) by the end of class.

***NOTE: The Keyboarding Pro Software that we use is only available for computers using Windows (not Macs).***

Skill Building students (students who already know the keyboard) will improve their basic keyboarding techniques to develop speed and accuracy. This class is also recommended for students who want to rid themselves of bad keyboarding habits (looking at their fingers, using incorrect typing techniques). Skill Building Goal: improve your keyboarding skill by eight to ten words per minute.

### ***Document Formatting***

The remainder of the class focuses on Document Formatting and will require more time and effort than the keyboarding portion. Using Microsoft Word 2010, this section will teach you word

processing concepts and techniques of document preparation including memos, business letters, statistical tables, and reports. Our textbook is designed for Word 2010 users. You must have Microsoft Word 2010 (PC) or 2008 (MAC) to complete this class.

## Prerequisites

There are no course prerequisites for CA10D, but CA 70 (introductory computer course) is recommended if you are unfamiliar with using the computer.

### To take this course you must:

1. Have access to or install the software programs (Microsoft Word 2010 and Keyboarding Pro 6) needed for this class on your computer
2. Know how to use an Internet browser
3. Know how to receive/send e-mail and homework from our classroom in Angel
4. Have your own e-mail account

Please note: One the last page of this handout are video links for: 1) Installing Keyboarding Pro and 2) Creating Your Data Disk in Keyboarding Pro.

## Course Materials – Textbook, Software, Word 2010

### **REQUIRED:**

There is one book and one software package that you will need to purchase to complete this course. It is assumed that you have access to **Word 2010** (either own it, borrow from a friend, go to the Tech Center or Library). Keyboarding 6 is also available on the computers at the Tech Center.

Textbook and Software Bundle: **Keyboarding and Word Processing (18), Lessons 1 - 60 (for Microsoft Word 2010), VanHuss, Forde, Woo, Hefferin; Keyboarding Pro 6**. Purchasing it as a bundle save you money. You may find this less expensive at other online vendors (Amazon.com; e-campus.com. or ichapters.com), but the book and software MAY NOT be sold as a bundle.

I don't care where or how you order it, as long as you purchase both and make sure you receive the **correct versions of both during the first week of class. Please do not ask me if you can use another version.**

You can purchase the materials several ways:

- 1) You can purchase your materials from other vendors (amazon.com, ichapter.com, coursesmart, etc.). If you order from other vendors, you may not be able to purchase your materials as a bundle, but you may still be able to save money. Here is what to look for if you purchase the items separately from a vendor. Again, may sure you can get it in time for class.



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Orders over \$25 ship for free



## Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft® Word 2010 18th Edition

VanHuss/Forde/Woo

ISBN10: 0-538-49538-3, ISBN13: 978-0-538-49538-7

© 2011 | Paperback | 304 pages

In Stock

Share and help your friends save money!




Preview the 1st chapter FREE

[See Description +](#)

Cengage's Price: 91.49

- 2) You save money if you purchase it from the West Valley's bookstore as they sell it as a bundle, meaning that the keyboarding software and text are sold together. The bookstore's price for a new bundle is approximately **\$108** (new) \$80 (used) and you will not have to wait to receive the order. This is almost a \$20 savings than if you purchased it directly from Cengage. (see below)

 VanHuss...	<b>Bundle: Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft® Word 2010, 18th + Keyboarding Pro 6, Student License (with User Guide and CD-ROM), 6th, 18th Edition</b> VanHuss/Forde/Woo ISBN-10: 0-495-96288-0 ISBN-13: 978-0-495-96288-5 © 2011 In Stock	Best Buy Packages \$125.49
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- 3) You can save the most money if you purchase it as an e-book, but be sure that the software comes with it or you will have to purchase it separately or use the Tech Center.

Digital		
<input checked="" type="radio"/>	eBook - 6 Mths	\$46.49 eBook
<input type="radio"/>	eBook - 1 Yr	\$52.99
<input type="radio"/>	eBook - 2 Yr	\$59.99
<input type="radio"/>	eChapters	\$8.99(EA)

New reader format! Highlight, take notes, search, print, mobile access. View online or download.

[Learn more about eBooks and eChapters](#)

## Hardware/Software Requirements for Keyboarding Pro 6

- You must use Keyboarding Pro Version 6 of the Keyboarding Pro software; **not earlier versions.**

### System Requirements for the Keyboarding Pro software program:

The following are minimum system requirements that are necessary to run the *Keyboarding Pro 6* software on your personal computer. *Recommended configurations are listed in parentheses.*

- 500 MHz Pentium III or compatible processor
- 256 MB of RAM (*512 MB RAM Recommended*)
- Hard Drive with 1 GB free disk space
- 8X CD-Rom Drive
- Windows-compatible sound card
- 600 x 800 screen with 24-bit color (*1024 x 768 with 32-bit color Recommended*)
- 32 bit Microsoft Word 2010 also compatible with Microsoft Word 2010
- 32 bit or 64 bit operating system

### Web Reporter

To use the Web Reporter, an Internet connection is required. We highly recommend a wired connection. Wireless connection is not recommended.

## ABOUT ONLINE LEARNING

This distance learning course is conducted completely via the Internet and e-mail. The primary mode of instruction is through an Internet connection. I would like you to stay in close contact with me. I ask that you write me (just to check in) at least once a week via ANGEL's e-mail. In our classroom discussion forum, or via chat, you may consult with your classmates about your assignments. You will be submitting your Keyboarding file to Web Reporter, a site owned server owned by the publisher. You will submit the rest of your work via our classroom drop box.

I will provide you with a class assignment document each week to guide you throughout this course. Please understand that this is not a self-paced class (meaning that I will not release all assignments at one time). You must submit your assignments on or before each of the deadlines.

## Is this Online Class Right for Me?

Please visit West Valley College's Distance Learning website. [www.westvalley.edu/dl](http://www.westvalley.edu/dl)

Reading this course syllabus/information should help determine if this class meets your needs.

Visit the below pages from West Valley's Distance Learning site to help determine if this class and online learning is right for you.

Are you using the correct Internet browser for this course? To find out, go to:

[http://www.westvalley.edu/dl/browser\\_issues.html](http://www.westvalley.edu/dl/browser_issues.html)

Do you have the skills necessary for an online course? Take the distance learning skills survey at:

**[http://www.westvalley.edu/dl/dl\\_survey.html](http://www.westvalley.edu/dl/dl_survey.html)**

Is distance learning right for you?

**Visit: [www.westvalley.edu/dl/dl\\_screening.html](http://www.westvalley.edu/dl/dl_screening.html)**

How do I get started in an online course?

**Check out this site: [www.westvalley.edu/dl/enrolled\\_dl\\_students.html](http://www.westvalley.edu/dl/enrolled_dl_students.html)**

## ANGEL (A New Global Environment for Learning)

### How to Log into our Angel Classroom

Think of ANGEL as our classroom. Here is where you will receive announcements, get your assignments, e-mail, grades, handouts, and chat with other students. Our classroom will be open by the first day of class.

This is our Angel Classroom's URL: <http://wvmccd.angellearning.com>

Please read "How to Log into Angel" [http://www.westvalley.edu/dl/angel\\_login.html](http://www.westvalley.edu/dl/angel_login.html) (from the West Valley College Distance Learning web site).

You can also access the ANGEL login page from WV's home page at [www.westvalley.edu](http://www.westvalley.edu)

The below is information taken directly from our Distance Learning web site:

If you are taking an online course that utilizes the Angel Learning course management system, you usually will not have access to the server until just before the semester begins. After the semester begins, you will be able to login in to Angel by using your username and password.

- Your login username is all seven digits of your student ID number

#### **Angel User ID**

Your student ID number is generated by the computer at the college after you apply for admission for the first time and is included with all of the paperwork you may have received from the college and on the back of your student ID card. You should also be able to get your college student ID number through MyWebServices from the college home page. You must apply for admissions before the college will issue a student ID number.

If your college ID number is 1234567, your login name would be 1234567

#### **Angel Password**

Your password is your six digit birth date.

- So if you were born on December 14, 1990, your password would be 121490

- Single digits must have a 0 in front of them
- So if you were born on May 9, 1989, your password would be 050989
- Now that you have determined your log in name and password, Angel may be accessed through the following login page: <http://wvmccd.angellearning.com>

## Still having problems logging on to Angel?

If you are still having problems logging on to Angel for a West Valley College online course, please be aware that it is probably a problem with the seven digit number you are using as part of your username. Your student ID number is generated by the computer at the college and is included with all of the paperwork you may have received from the college.

If you absolutely can't find any paperwork with this number on it or you never received any paperwork in the first place, please contact the college Admissions and Records office (408-741-2001) or me at [lisa.kaaz@wvm.edu](mailto:lisa.kaaz@wvm.edu). Each online instructor has access to the student ID numbers for the individual students in their course.

## OTHER INFORMATION

### Class Schedule and Grading Information

I will provide you with a keyboarding calendar/schedule. Each week I will post a Lesson Assignment Handout to help you with the assignment. There are approximately 50 lessons to complete (the first 25 are using the Keyboarding Pro software with a few sections to type in the book).

**Keyboarding portion of class:** There is one test at the beginning of the third week (covering lessons 1 – 10 and information from this syllabus, Distance Learning web site, and the ANGEL Student Quickstart Guide).

**Document Formatting portion of class:** There are four online tests (true/false, multiple choice) and four of them include a production component (tests that you type and submit).

Assignments and tests must be submitted by the due dates to receive credit.

### **Grade Points**

Keyboarding	100
Assignments	300
Total Test Points	300
Total Final Points	150
Total Class Points (subject to change)	850

\*\*\*THREE Points (configured into your weekly assignments) includes an e-mail from you letting me know how you are doing, if you have questions, etc. It doesn't have to be long, but I want to make sure that we maintain contact. If you do not send me a weekly e-mail, the three points will be deducted from your total weekly points.\*\*\*

## Student Responsibilities and Course Requirements

**Plan your time carefully.** In order to successfully complete this course, you should plan your schedule very carefully and try to stick to it. Look carefully at your work schedule, school schedule, and family obligations and allow plenty of time for each.

This is a 3-unit class. In a semester length class, **each** unit is equal to 3 hours a week (considered class time) plus homework, reading, etc.

**E-mail.** Once class begins, please e-mail me ONLY through our Angel classroom.

I require that you check your ANGEL mail at least twice a week. In Angel, I have the ability to send messages to both your home and ANGEL e-mails. It will look as though I am sending you the e-mail from my WVC account. Please be sure that your personal e-mail address is correct (go to MyWebServices from the college home page). Most students appreciate this because it reminds them that they have an online class. ☺

### **Checking ANGEL (Twice weekly).**

As I mentioned above, I require that you check your ANGEL account at least twice a week. ANGEL tells me when you have logged in/out. If I see that you have not logged in for two weeks, I will contact you asking you to drop. This is one reason why it is so important to keep in contact with me. I want to help you work through your problems.

**Discussion Boards.** Our class has its own Angel Discussion Board for you or your classmates to post questions, comments, etc. Before you send me a question, I require that you first post your question on the Discussion Board. Why? I'm not online 24/7. Remember, it is likely that some of your classmates have the same questions and some of you classmates have the answers.

When taking an online course you must take the initiative to post questions on the discussion board if you do not understand the material. Don't be shy – probably 10 of your classmates have the same questions. My response may not be instantaneous. You must learn to move on to other material while waiting for me to respond.

**I do not accept computer "excuses."** You are taking an online class; it is your responsibility to have access to a computer and backup your files. What does this mean? Computer crashes, lost disk information, Internet access becomes unavailable, hardware/software difficulties, or your dog ate your computer do not constitute reasons for late work. Since I don't accept computer excuses, make sure you have back-up computer sources (library, friend).

**Dropping.** I hope this doesn't happen, but if you need to drop after the first week, it is your responsibility to do so. If you do not, you run the risk of receiving an N/C ("F") in class. If you are dropping because you are feeling overwhelmed, please talk to me first. I'm here to help you get through that and want this to be a positive experience for you.

### **Policy on Academic Dishonesty**

*The College's policy on academic dishonesty covers in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. For additional information, please see the West Valley College Catalog, p. 181)*

### **All students are expected to know the rules regarding plagiarism.**

The Oxford Dictionary describes plagiarism as '*... to take and use as one's own the thoughts, writings, or inventions of another.*' (OED 1987).

**Wikipedia, the free encyclopedia** (<http://en.wikipedia.org/wiki/Plagiarism>) describes plagiarism as:

'... the use of another person's work (this could be their words, products or ideas) for personal advantage without proper acknowledgement of the original work with the intention of passing it off as your own. Plagiarism may occur deliberately (with the intention to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying-and-pasting information from the World Wide Web, getting family or friends to help with coursework – even copying answers from a fellow student during an examination is a form of plagiarism ..."

Other sites to visit on this subject:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

[http://owl.english.purdue.edu/handouts/research/r\\_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html)

## Contact Information

Since this is an online class, I have no campus office hours. Once the class begins, if you e-mail me, I will get back to you within 24 hours (M - Th eve), usually less. In addition, once class begins I require that you e-mail me from within ANGEL ONLY because I can get my ANGEL mail from anywhere with an Internet connection. If ANGEL is experiencing problems and you need to contact me via school e-mail my college e-mail address is: [lisa.kaaz@wvm.edu](mailto:lisa.kaaz@wvm.edu)

**IMPORTANT:** Students enrolled in this class must e-mail me immediately. Due to the number of e-mails I receive, please put Your Name and CA10D in the subject line. This helps me identify my students from all the other e-mail I receive.

## Getting Help

Disabled students: West Valley College makes reasonable accommodations for persons with documented disabilities. College materials will be available in alternate formats (Braille, audio, electronic format, or large print) upon request. Please contact the Disability and Educational Support Program at (408) 741-2010 (voice) or (408) 741-2658 (TTY) for assistance.

Please notify me immediately if you have a documented learning disability and require extra time on timed exams. I am happy to give you extra time if you (1) can document your disability; AND (2) notify me BEFORE you take the exam.

**Need additional help? Contact the Tutorial Center. Call (408) 741-2038 for information.**

## Technology Center

Both Keyboarding Pro V6 and Microsoft Word 2010 software programs are available for use in the Technology Center. There is no fee to use the Tech Center, but there is a "pay-per-page" charge for printing. To find out more, visit the Tech Center's web page at <http://www.westvalley.edu/tc>

Technology Center Hours: Monday–Thursday: 8:30 a.m. – 6:30 p.m.; Friday: 9 a.m. – 2:45 p.m. Closed on weekends. You must have a current student ID card to use the Tech Center. The Tech Center is free to use, but you pay to print.

## Important Dates

First Day of Class	January 30
Last Day to Add a Semester Length Class	February 10
Last Day to Drop a Semester Length Class WITHOUT a "W" and WITH a Refund	February 10
Last Day to Drop a Semester Length Class WITHOUT a "W" and NO REFUND	February 17
President's Holiday - All Offices Closed	February 17 - February 20
Deadline to Petition for Spring Graduation	March 1
Spring Break	March 26 - 31
Cesar Chavez Observance (All Office Closed)	March 30
Last Day to Drop a Semester Length Class WITH a "W"	April 27
<b>Monday, May 19</b>	<b>OUR CA10D Final Exam – Open 12:01 AM to 11:55 PM</b>
Graduation	May 24

## Syllabus Disclaimer Statement

I may make changes to the syllabus during the semester. It is your responsibility to stay informed of these changes. If you have questions about this, you may contact me via e-mail. You may also wish to have a study partner whom you can contact if you have questions.

## Unlawful Discrimination/Sexual Harassment

If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human Resources at West Valley-Mission Community College District, Human Resources Department at 408-741-2060. If the Associate Vice Chancellor of Human Resources is not available, contact the President of the college in which you attend or are employed. For West Valley College, contact the President's Office at 408-741-2097.

**Health and Safety Information for Students      Health Services @ 741-2027**  
**[www.westvalley.edu/services/health](http://www.westvalley.edu/services/health)**

## Stress Management

Last Spring 36% of West Valley College students reported that STRESS impacted their academic performance. Get a jump on Stress Management by seeking tips on:

- Getting Good Sleep; Ideas for "Brain" Food and Eating Well; Time Management, Concentration and Test-Taking Strategies; Realistic Relaxation Breaks
- Consider Personal Counseling to talk it out.

<http://westvalley.edu/services/health/counseling.html>

**Find these at WVC Student Health and other Support Resources!**

[www.westvalley.edu/services/](http://www.westvalley.edu/services/)

## Smoking Policy

- West Valley College is a Smoke Free Campus and we thank you for honoring the College and District Policy to this effect.
- For interested students, FREE and Confidential Smoking Cessation Support, including Nicotine replacement products, is available in Student Health Services, *No Butts About It!*

<http://westvalley.edu/services/health/smoking.html>

### Accidents on Campus

If you experience an accident while on campus, the College/District requires the following:

- Claimant's own insurance plan is considered Primary; District Plan is *only used after the primary plan* Claim must be filed within 90 days of the incident
- Claimants are expected to pay a \$50 deductible (Athletes may pay a higher deductible)
- Maximum benefit is \$50,000 per injury (Athletes may receive higher maximum benefit)
- Maximum time allowance for submitting claims is one year from date of incident

### WVM Alert

- We have a mass notification system which informs all users of emergencies via the mode you select (e.g., text, cell phone, email, work phone, home phone). **Please sign up** at:

[www.wvm.edu/wvm-alert/](http://www.wvm.edu/wvm-alert/)

### Summing it Up - How to Succeed in this Class

1. Enter your Angel classroom and check your e-mail and discussion board at least twice a week and **let me know how you're doing once a week.**
2. Complete all assignments by the dates listed.
3. Plan your time carefully for all online classes.
4. Purchase/have access to the necessary books and software versions to complete this class.
5. Have a back-up plan if your computer suddenly decides not to cooperate. Back up your data.
6. Have fun, work hard, and enjoy your online experience!

### Other Helpful Resources

West Valley College Distance Learning Site - <http://www.westvalley.edu/dl>

West Valley College Bookstore - <http://westvalley.bkstore.com>

West Valley College Web Site - [www.westvalley.edu](http://www.westvalley.edu)

My College Web Site - <http://instruct.westvalley.edu/kaaz>

Keyboarding Pro Installation Video - <http://www.screencast.com/t/L1K8foAGaO>

Keyboarding Pro "Creating Your Data File" - <http://www.screencast.com/t/J8XQ4Pi651>