

**Computer Course Syllabus**

**Instructor:** Mr. Padilla

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**Course Title:** Basic Keyboarding → BSOT 131

**Software:** Micro type Multimedia

**Course Description:**

Student will develop basic alpha/numeric keyboarding/touch typewriting skills on a keyboard. Designed primarily for individuals needing basic keyboarding skill and this course is designed to help students develop strong keyboarding skills along with introducing Desktop terminology and computer components.

**Prerequisite:** Basic knowledge of Windows Operating System and Internet.

**Goals:** Become proficient using proper keyboarding techniques.

**Grading System:**

Grades are based on attendance and effort. Care about your assignments and always give 100% on all projects.

**Class Rules:**

1. Be on time
2. Respect others
3. No food or drinks
4. Be a good listener
5. No cell phones or Mp3 players

30 wpm  
 40 wpm  
 50 wpm

**Class Assignments:**

Refer: to the Ebook "Intro to Computers" to answer the discussion Topics

Date	Day / Assignment	Day / Assignment		
Week 1	<b>Monday</b> Lecture: Intro to Class Use of Website Passwords Photoshop Interface  Project: Keyboarding	<b>Tues Lab</b> Reading Assignments: Intro to computers Pages 3,4,5  Discussion topic: What is hardware? Give three examples. What is Software? Give three examples. Project: Keyboarding		

<p><b>Week 2</b></p>	<p><b>Monday</b> Lecture</p> <p>Project: Keyboarding</p>	<p><b>Tues Lab</b> Reading Assignment: Intro to computers Pages 7,8,9 Discussion topic: What is the difference between a PC and a Mac? Project: Keyboarding</p>		
<p><b>Week 3</b></p>	<p><b>Monday</b> Lecture:</p> <p>Project: Keyboarding</p>	<p><b>Tues Lab</b> Reading Assignment Intro to computers Pages 11,12,13,14</p> <p>Discussion topic: List 4 input devices and Briefly describe what they do. Project: Keyboarding</p>		
<p><b>Week 4</b></p>	<p><b>Monday</b> Lecture:</p> <p>Project: Keyboarding</p>	<p><b>Tues Lab</b> Reading Assignments Intro to computers Pages 16,17,18,19</p> <p>Discussion topic: What is an operating system? List two. Project: Keyboarding</p>		
<p><b>Week 5</b></p>	<p><b>Monday</b> Lecture: Transform options</p> <p>Project: Keyboarding</p>	<p><b>Tues Lab</b> Reading Assignment Intro to computers Pages 21,22,23,24</p> <p>Discussion topic: What is a LAN and how does it work? Project: Keyboarding</p>		
<p><b>Week 6</b></p>	<p><b>Monday</b> Lecture:</p> <p>Project: Keyboarding</p>	<p><b>Tues Lab</b> Reading Assignments: Intro to computers Pages 26,27,28</p> <p>Discussion topic: What types of task can you do with a computer from your home? Project: Keyboarding</p>		

<b>Week 7</b>	<b>Monday</b> Lecture:  Project: Keyboarding	<b>Tues Lab</b> Reading Assignments Intro to Computers Pages 30,31,32  Discussion topic: What is "Information Society"? Project: Keyboarding		
<b>Week 8</b>	<b>Monday</b> Lecture:  Project: Keyboarding	<b>Tues Lab</b> Reading Assignments Intro to Computers Pages 30,31,32  Discussion topic: What steps can you take to insure the security of your computer and personal information? Project: Keyboarding		
<b>Week 9</b>	<b>Monday</b> Lecture:  Project: Keyboarding	<b>Tues Lab</b> Reading Assignment: Intro to windows Pages 2-10 Project: Keyboarding		
<b>Week 10</b>	Monday Lecture:  Project: Keyboarding	<b>Tues Lab</b> Reading Assignment Intro to Windows Pages 11-18 Project: Keyboarding		
<b>Week 11</b>	<b>Monday</b> Lecture:  Project: Keyboarding	<b>Tues Lab</b> Reading Assignment Intro to Windows Pages 19-26 Project: Keyboarding		
<b>Week 12</b>	<b>Monday</b> Lecture:  Project: Keyboarding	<b>Tues Lab</b> Reading Assignment: Intro To Windows Pages 27-33 Discussion Topic: Project: Keyboarding		
<b>Week 13</b>	<b>Monday</b> Lecture: Recap and Practice Project: Keyboarding	<b>Tues Lab</b>  Final Exam		