

B162 Computer Literacy

Quarter 1		Quarter 2	
Daily Work/Tests	75%	Daily Work/Tests	80%
Technique & Timings	25%	Timings	20%
Best three 1' timings using the following scale:		Best three 3' timings with <= 6 errors	
40+	A <= 10 errors	40+	A
35 - 39	B <= 9 errors	35 - 39	B
30 - 34	C <= 8 errors	30 - 34	C
25 - 29	D <= 6 errors	25 - 29	D

Timings, Keyboarding skill building, and Internet integration will occur throughout the semester.

1)	Touch Keying (20 lessons) Technique Speed & Accuracy Language Skills	4 weeks
2)	*Memos/E-mail Enclosures/Attachments Templates	1 week
3)	*MLA Reports Long quotes Enumerated items Web references	1 week
4)	*Tables Working with data and graphics	1-2 weeks
5)	*Excel Formatting Sum, Ave, Max, Min Charting	2-3 weeks
6)	*FrontPage Internet Concepts Create & save a new web New pages Hyperlinks Formatting	3-4 weeks
7)	Desktop Publishing Throughout semester Word Publisher	On-going
8)	Movie Maker <ul style="list-style-type: none"> Video Photo Gallery 	1 week
<i>Timeline is approximate. . .</i>		

*Assessed Topics (4-day Final before Finals Week)

- Day 1: MLA Report (Coping with Stress with enumerated items)
- Day 2: Memo (using template) and Table (Aquatics Unlimited)
- Day 3: Excel (Biology Grades with column chart, SUM, AVE, MAX, MIN)
- Day 4: FrontPage (Bits 'n' Bytes)