

COMPUTER APPLICATIONS & OFFICE SYSTEMS DEPARTMENT

Fall 2009 Self-Paced Courses/Booklist (Revised 9/23/09)

Monday, December 7 is the last day the CAOS lab will be open for this Fall Quarter.
No assignments will be accepted after Monday, December 7 @ 7:00 p.m.

caos.deanza.edu

De Anza College AT203

- **You must purchase the required materials, listed below, before coming to the Lab to work. Student Handbooks for each course can only be purchased from the De Anza bookstore. You can purchase materials online at <http://books.deanza.edu>. If you take more than one course you can store all course data in one flash stick.**
- **Check the CAOS website (caos.deanza.edu) for Handbook Updates. Handbook updates can be viewed by clicking on “Handbook Updates Pages” link.**
- **You are responsible for purchasing the textbooks for your classes; however, there may be a limited number of CAOS textbooks (except workbooks) available for 1-day checkout at the Reserve Counter in the library on first come, first serve basis. We cannot guarantee the availability, however. The CAOS Lab does not have student handbooks nor textbooks available for student use.**
- **For funding problems or need a computer, please contact financial Aid Office at (408)864-8718 or visit the website at www.deanza.edu/financialaid.**

Please Refer to last page for Self-Paced Frequently Asked Questions

Computer Basics/Keyboarding Skills

70AA - ELEMENTARY KEYBOARDING I (1.5 Units) (May be taken three times for credit.)

Basic keyboarding skills and techniques.

Important Information:

AT203 Lab Requirements: (CAOS 70AA-55)

1. The **Keyboarding Pro 3** software and text book is being discontinued by the publisher, therefore, **no textbook or software is required for the self paced version (CAOS 70AA-55) of this course. You must, however, complete all work in the AT203 CAOS lab, and you must complete the self paced version of CAOS 70AA-55 by the end of Fall quarter, as we will no longer support Keyboarding Pro 3.** You won't be required to complete the textbook keying exercises in the Keyboarding Pro 3 program. See an instructor if you already have the Keyboarding Pro3 software. If you want to complete this course at home, see below for **At Home Requirements**.
2. **Student Handbook** for *ELEMENTARY KEYBOARDING I*.
3. **Headset with 1/8" connector plug.**

At Home Requirements: (CAOS 70AA-62Z)

If you want to complete the course at home, you must enroll in the **distance learning (on-line) version of CAOS 70AA-62Z, which will use Keyboarding Pro 5.** For the distance learning version, go to <http://faculty.deanza.edu/westlinda/>. Click on the “Syllabus-Elementary Keyboarding” link under CAOS 70AA for the textbook/software requirements and how to start the distance learning (on-line) version of the course. This course will use **Keyboarding Pro 5** – not Keyboarding Pro 3 software. **Do NOT purchase a student handbook if you are enrolled in the distance learning course (CAOS 70AA-62Z)** – follow the online course syllabus for details. Note: After first two week of the quarter, when the online course closes, enroll in the self-paced course.

70AA – page 1	91AM – page 3	100G– page 2	104O – page 4	110M – page 3	176 – page 5
81H – page 4	91BM– page 3	102L – page 2	105 – page 4	130M – page 4	180G – page 5
84A – page 4	93AM – page 3	102M– page2	106 – page 4	173– page 2	180J – page 5
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173 - KEYBOARDING SKILL DEVELOPMENT (1 Unit) (May be taken three times for credit.)

Speed and accuracy development in keyboarding skills.

Important Information:

AT203 Lab Requirements: (CAOS 173-55)

1. The **Keyboarding Pro 3** software is being discontinued by the publisher. Therefore, if you are enrolled in the **self paced version of this course (CAOS 173-55)**, **you must complete all your work in the CAOS AT203 lab, and you must complete the self paced version of CAOS 173-55 by the end of Fall quarter, as we will no longer support Keyboarding Pro 3.** See an instructor if you already have the Keyboarding Pro 3 software. If you want to do the course at home, see below for **At Home Requirements.**
2. **Student Handbook** for KEYBOARDING SKILL DEVELOPMENT.
3. **Headset with 1/8" connector plug.**

At Home Requirements: (CAOS 173-62Z)

If you want to complete the course at home, you must enroll in the **distance learning (on-line) version of CAOS 173-62Z which will use Keyboarding Pro 5.** For the distance learning version, go to <http://faculty.deanza.edu/westlinda/>. Click on "Syllabus-Elementary Keyboarding" link under CAOS 173 for textbook/software requirements and how to start the distance learning (on-line) version of the course. **Do NOT purchase a student handbook if you are enrolled in the distance learning course (CAOS 173-62Z)** – follow the online course syllabus for details. Note: After first two week of the quarter, when the online course closes, enroll in the self-paced course.

90GA - COMPUTER LITERACY (2 Units)

Introduction to a microcomputer and – hardware and software. Theory and interactive learning activities using word processing, spreadsheet, presentation graphics, database, email, operating systems, and internet applications.

- Required**
1. **Text: TRAIN & ASSESS IT FOR OFFICE 2003 (INCLUDES CDROMS, ACCESS CODE AND USER'S GUIDE). (ISBN# 0-13-234243-X). Important: Although the Train & Assess package shows Office 2003, you will actually be using Office 2002. Do not buy a USED Package as the Access Code provided can only be used once.**
 2. **Student Handbook** for COMPUTER LITERACY.
 3. **Headset with 1/8" connector plug.**

100G - ORIENTATION TO THE PC (.5 Unit)

Personal computer hardware and commands needed for applications programs. (Do not enroll 100G if you already enrolled 90GA)

- Required**
1. **Text: TRAIN & ASSESS IT FOR OFFICE XP (INCLUDES CDROMS, ACCESS CODE AND USER'S GUIDE). (ISBN # 0-13-712943-2). Important: Although the Train & Assess package shows Office 2003, you will actually be using Office 2002. Do NOT buy a USED Package as the Access Code provided can only be used once.**
 2. **Student Handbook** for ORIENTATION TO THE PC.
 3. **Headset with 1/8" connector plug.**

Microsoft Operating Systems

102L - MICROSOFT WINDOWS XP (1 Unit)

Use of an operating environment which extends the Microsoft Disk Operating System (MS DOS) and the use of the Microsoft Windows Desktop Applications programs.

This course cannot be completed at home. Course work must be completed in CAOS lab.

- Required**
1. **Student Handbook** for MICROSOFT WINDOWS XP.
 2. **Headset with 1/8" connector plug.**

102M - MICROSOFT WINDOWS VISTA (1 Unit)

*Use of an operating environment which extends the Microsoft Disk Operating System (MS DOS) and the use of the Microsoft Windows Desktop Applications programs. **If you work at home,** you must have Office 2007 installed on a Windows Vista computer.*

- Required**
1. **Text: Custom Edition of Go! Comprehensive: Windows Vista (ISBN#0558039537).**
 2. **Student Handbook** for Microsoft Windows Vista.
 3. **One 1GB (or higher) USB stick. (Do not buy a U3 flash drive because it does not work properly for this course in the CAOS lab)**

Microsoft Office 2007

MS Word

Word 2007

91AM- WORD PROCESSING I - WORD 2007 (2 Units)

Concepts and applications using WORD 2007. **If you work at home, you must use Word 2007.**

- Required**
- Text:** There are **two** options:
 - Benchmark Series: Microsoft Word 2007: Level 1 & 2 – Windows XP Version, Nita Rutkosky, & Audrey Rutkosky. (ISBN# 978-0-76383-039-7).** This book is used in both **91AM and 91BM.**
 - Benchmark Series: Microsoft Word 2007: Level 1 – Windows XP Version, Nita Rutkosky, & Audrey Rutkosky (ISBN# 978-0-76383-000-7).** This book is used in **91AM** only. **(Be sure the book indicates Level 1 not Level 2.)**
 - Student Handbook for MICROSOFT Word 2007 I.
 - One 1GB (or higher) USB stick.

91BM- WORD PROCESSING II - WORD 2007 (2 Units)

Advanced word processing concepts and applications using Word 2007. **If you work at home, you must use Word 2007.**

- Required**
- Text:** There are **two** options:
 - Benchmark Series: Microsoft Word 2007: Level 1 & 2 – Windows XP Version, Nita Rutkosky, & Audrey Rutkosky. (ISBN# 978-0-76383-039-7).** This book is used in both **91AM and 91BM.**
 - Benchmark Series: Microsoft Word 2007: Level 2 – Windows XP Version, Nita Rutkosky, & Audrey Rutkosky (ISBN# 978-0-76383-001-4).** This book is used in **91BM** only. **(Be sure the book indicates Level 2 not Level 1.)**
 - Student Handbook for MICROSOFT Word 2007 II.
 - One 1GB (or higher) USB stick.

MS Excel

Excel 2007

93AM- SPREADSHEET I – EXCEL 2007 (2 Units)

A general introduction to basic data manipulation skills and techniques used with spreadsheets: editing, computation, database management, graphing. **If you work at home, you must use Excel 2007.**

- Required**
- Text:** There are **two** options:
 - Benchmark Series: Microsoft Excel 2007: Level 1 & 2 – Windows XP Version, Rutkosky, Sequin, Rutkosky (ISBN# 978-0-76383-007-6).** This book is used in both **93AM and 93BM***. (*93BM is not yet offered)
 - Benchmark Series: Microsoft Excel 2007: Level 1– Windows XP Version, Rutkosky, Sequin, Rutkosky (ISBN# 978-0-76383-005-2).** This book is used in **93AM** only. **(Be sure the book indicates Level 1 not Level 2.)**
 - Student Handbook for SPREADSHEET I - EXCEL 2007 I.
 - One 1GB (or higher) USB stick.

MS Access

Access 2007

110M- DATABASE I – ACCESS 2007 (2 Units)

Use of database software to create, search, modify and arrange information. **If you work at home, you must use Access 2007.**

- Required**
- Text:** There are **two** options:
 - Benchmark Series: Microsoft Access 2007: Level 1 & 2 – Windows XP Version, Nita Rutkosky. (ISBN# 978-0-76383-004-5).** This book is used in both **110M and 111M.**
 - Benchmark Series: Microsoft Access 2007: Level 1– Windows XP Version, Rutkosky, Sequin, Rutkosky (ISBN# 978-0-76383-002-1).** This book is used in **110M** only. **(Be sure the book indicates Level 1 not Level 2.)**
 - Student Handbook for DATABASE I - ACCESS 2007 I.

3. One 1GB (or higher) USB stick.

MS PowerPoint

PowerPoint 2007

130M - INTRODUCTION TO BUSINESS GRAPHICS - POWERPOINT 2007 (2 Units)

A general introduction to creating slides, using the draw tools to create objects and text, generate organization charts, graphics and create templates using this presentation program. ***If you work at home, you must use PowerPoint 2007.***

- Required**
1. Text: Benchmark Series: Microsoft PowerPoint 2007 – Windows XP Version, Nita Rutkosky. (ISBN# 978-0-76383-008-3).
 2. Student Handbook for POWERPOINT 2007.
 3. One 1GB (or higher) USB stick.
 4. Headset with 1/8" connector plug.

Digital Media/Web Technology

105 – INTRODUCTION TO HTML (1 Unit)

An introduction to hypertext markup language (HTML) covering creation of hyperlinks, inserting images, and producing basic tables and forms.

- Required**
1. Text: HTML ILLUSTRATED INTRODUCTORY, 3rd Ed., Cox, Wermers & Eisner. Course Technology. (ISBN# 978-0-61926-845-9)
 2. Student Handbook for INTRODUCTION TO HTML.
 3. One 1GB (or higher) USB stick.

106 – ADOBE ACROBAT (1 Unit)

An introduction to basic techniques covering creation, modification and review of PDF documents using Adobe Acrobat 8.

- Required**
1. Text: ACROBAT 8 PROFESSIONAL: BASIC STUDENT MANUAL, ACE Edition, ILT. 2007 Axzo Press. (ISBN# 978-1-4239-5497-2 or 978-1-4239-5495-8)
 2. Student Handbook for ADOBE ACROBAT 8.
 3. One 1GB (or higher) USB stick.

General Office

81H - 10-KEY & ELECTRONIC CALCULATOR (1 Unit)

Basic 10-key skills and techniques in the use of the electronic calculator.

- Required**
1. Text: SOLVING BUSINESS PROBLEMS USING A CALCULATOR, Glencoe, 6th Ed. (ISBN# 978-0-07830-020-2)
 2. Student Handbook for 10-KEY AND ELECTRONIC CALCULATOR.

84A - BUSINESS ENGLISH I (2 Units)

Review of English grammar, punctuation, usage, and writing skills and applications of these skills to basic business communication.

- Required**
1. Student Handbook for BUSINESS ENGLISH I.
 2. Headset with 1/8" connector plug.

104O – INTRODUCTION TO FILING (1 Unit)

This course provides you entry-level concepts and terminology of filing.

- Required**
1. Text: ALPHABETIC INDEXING RULES, Application by Computer, 4th Ed. 2003. South-Western Educational Publishing. Cincinnati, OH. (Book comes with a software CD in the back cover) (ISBN# 0-538-43472-4)
 2. Student Handbook for INTRODUCTION TO FILING.
 3. Seven size 10 envelopes for holding filing cards.

176 - TELEPHONE COMMUNICATIONS (1 Unit)

Techniques for handling incoming and outgoing phone calls, listening skills, and customer relations as well as introduction to Internet mail.

- Required**
1. **Text:** TELEPHONE COMMUNICATIONS IN THE INFORMATION AGE, Mantus & Moore, South-Western, 1996. **(ISBN# 0-538-71514-6)**
 2. Student Handbook for TELEPHONE COMMUNICATION.
 3. Audio Tape (available in CAOS Lab at the Testing Desk).
 4. Headset with 1/8" connector plug.

180G – JOB FINDING TECHNIQUES (1 Unit)

This course provides you with techniques of finding a job.

- Required**
1. **Text:** GETTING A JOB PROCESS KIT, 5th Ed., Robert Zedlitz, South-Western, 2005. **(ISBN# 0-538-72788-8)**
 2. Student Handbook for JOB FINDING TECHNIQUES.
 3. One 1GB (or higher) USB stick.
 4. Headset with 1/8" connector plug.

180J - SPELLING SKILLS (1 Unit)

Development of spelling skills and techniques.

- Required**
1. **Text:** SPELLING, AN INDIVIDUALIZED MASTERY LEARNING PROGRAM, Student Syllabus, Delpha Hurlburt, National Book. **(ISBN# 0-894-20053-4)**
 2. Student Handbook for SPELLING SKILLS.
 3. Headset with 1/8" connector plug.

SELF-PACED FREQUENTLY ASKED QUESTIONS

1) How do I contact my instructor if I need help?

Come to CAOS Lab AT 203 during open hours. Refer to the Greensheet for Lab Hours.

2) Which CAOS course should I take first?

CAOS 70AA Elementary Keyboarding: if you don't know how to type.

CAOS 90GA Computer Literacy or 100G Intro to PC: if you don't know how to use the computer.

3) How many CAOS courses should I sign up for in one quarter?

We recommend that you don't sign up for too many courses at one time because you can add CAOS courses throughout the quarter.

4) How do I purchase my textbooks and other materials for the class?

Refer to this Booklist for required course materials.

5) Can I submit more than 5 assignments at one time?

No. You may only submit 5 items. However, after your work has been approved, you may continue to submit 5 more items throughout the day.

6) Where do I place my work when I want to submit for instructor approval?

Place your Progress Folder in the bin at the Testing Counter AT 203.

7) How do I know I have completed my course?

All assignments and tests including redos must be successfully completed and approved.

8) Can I take a redo test on the same day?

No. You cannot take a failed test on the same day. If you fail any test two times, you risk failing the course. If you fail a test on the last day of the quarter, you will fail the course.

9) Can I do my work in the CAOS lab or at home?

Most of our CAOS courses can be done at home providing your computer has proper software installed. Ask CAOS instructors for specific software required for your courses. However, you must come to the lab to turn in your assignments (no more than 5 assignments at one time) and take tests.

Note: The following courses cannot be done at home: CAOS 102L, CAOS 180J (partial work - spelling tapes).

10) How many hours does it take to complete a CAOS course?

Each unit usually requires approximately 24 hours of lab time per unit to complete; however, this is a general guideline and should not be used as a basis for completing the course. The better way to assure that you can complete your course is to divide the number of assignments/chapters plus test or quizzes by the number of weeks left. This will help you to determine the number of assignments/tests you need to complete each week to complete the course by the end of the quarter.

Degrees and Certificates

For information on Degrees and Certificates, please go to CAOS Department website at caos.deanza.edu and click on the **Degrees and Certificates** link.