COURSE SYLLABUS

CIM 121B—KEYBOARDING FOR COMPUTERS: INTERMEDIATE

Instructor: Rae Fisher
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Room: BGS 233

Semester: Fall 2009, First 8 Weeks
Ticket #: 11875D, 7-9:50 p.m., Wednesday

8/24/09 to 10/18/09

COURSE DESCRIPTION:
Builds keyboarding speed and accuracy. Introduces word processing command keys and formats to produce basic tables, business letters, and reports.

COURSE OBJECTIVES:
Upon completion of this course, the student will be able to:
1. Operate the entire keyboard by touch.
2. Center text horizontally and vertically in the preparation of basic tables.
3. Prepare personal letters, business letters and envelopes using word processing features.
4. Correctly format one-page reports with special parts.
5. Demonstrate use of word processing commands.
6. Improve language arts skills of grammar, punctuation and spelling.

STUDENT RESOURCES:

ASSIGNMENT AND TESTS:
Students need to complete units on alphabetic and alphanumeric keyboarding drills, finger dexterity drills, pace materials and timed writings. Textbook lessons can be completed during the three hours of classroom time and drill work during the three hours of lab time per week. Specific assignments will be listed on page 2 of this syllabus. Your eight-week grade will be based on the following: 1/4 completed assignments; 1/4 report, letter, table & memo examinations 1/4 timed writings, 1/4 written final. You are required to do homework for this class. You can practice with a home word processing program by typing each line twice, then labeling your work to identify the lessons done and printing it for your instructor or load the software gift at home. (Instructors are not allowed to assist students in loading software at home.) All reports and work from home can be turned in together with work done in Lab.

FINAL GIVEN Wednesday, October 14, 2009

POLICIES AND PROCEDURES:
ATTENDANCE: Students are expected to attend class weekly. The instructor may drop a student after significant absences.

WITHDRAWAL: It is the student’s responsibility to withdraw from the class by the appropriate dates.

ASSIGNMENTS: The previous week’s lessons are due at the beginning of each week’s class.
<table>
<thead>
<tr>
<th>Wk</th>
<th>Class Activity</th>
<th>Homework To Do This Week</th>
<th>Turn in Today</th>
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<tbody>
<tr>
<td>8/26</td>
<td><strong>Introduction to Course</strong>&lt;br&gt;LESSONS 21, 22, 23 Text pages 51-56&lt;br&gt;Complete Lessons 21A, B, C, 22A, B, C, D, 23A, B, C&lt;br&gt;Skip Language Arts &amp; Word Processing—21D/E, 22E, 23D/E&lt;br&gt;<strong>Introduction of Word and the Word Manual</strong></td>
<td>Read Word Manual--Pages 6-30&lt;br&gt;Word Processing Orientation&lt;br&gt;Read text page 64&lt;br&gt;Come to class at 8:30 a.m. each week for Word lectures</td>
<td>Nothing</td>
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<td>9/16</td>
<td><strong>LETTER LECTURE before the test</strong>&lt;br&gt;LESSON 30-32, Text pages 79-91&lt;br&gt;Lettters 31-3 &amp; 32-8 Done in class after the test&lt;br&gt;Practice test for Letters&lt;br&gt;Written and Performance Midterm Tests on Reports&lt;br&gt;Lecture on Letters after test is completed</td>
<td>Review for test--Letters&lt;br&gt;Lessons 30A-D&lt;br&gt;31A-D&lt;br&gt;32A-G&lt;br&gt;Read text page 97</td>
<td>Lessons 28-29&lt;br&gt;Reports 29-7</td>
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<td>9/23</td>
<td><strong>MEMO LECTURE</strong>&lt;br&gt;LESSON 34-35, Text pages 96-101&lt;br&gt;Memos 34-14, 35-17&lt;br&gt;Written and Performance Midterm Tests on Letters&lt;br&gt;Lecture on Letters after test is completed</td>
<td>Lessons 34A-D&lt;br&gt;35A-C&lt;br&gt;Read text page 104&lt;br&gt;Read 34E-F, 37E-F</td>
<td>Lessons 30-32&lt;br&gt;Letters 31-3&lt;br&gt;32-8</td>
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<td>9/30</td>
<td><strong>TABLE LECTURE</strong>&lt;br&gt;LESSON 36-38, Text pages 103-111&lt;br&gt;TABLES 36-1, 37-6, &amp; 38-8&lt;br&gt;Tables 36-1&lt;br&gt;37-6&lt;br&gt;38-8&lt;br&gt;Timings, Turn in timing for a grade&lt;br&gt;Review for Final</td>
<td>Lessons 36A-D&lt;br&gt;37A-C&lt;br&gt;38A-D</td>
<td>Lessons 34-35&lt;br&gt;Memos 34-14&lt;br&gt;35-17</td>
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<td>10/7</td>
<td><strong>LESSONS 39, Text pages 112-114</strong>&lt;br&gt;Review for Final&lt;br&gt;Turn in Makeup work</td>
<td>All drills for Lesson 39,&lt;br&gt;NO TABLES&lt;br&gt;REVIEW FOR FINAL</td>
<td>Lessons 36-38&lt;br&gt;Tables 36-1&lt;br&gt;37-6&lt;br&gt;38-8</td>
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<td>10/14</td>
<td>Final Written Examination</td>
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STUDENT___________________________  DAY & TIME OF CLASS_______

121B GRADE SUMMARY SHEET

Weekly Assignments  ¼ of final grade

Turn in Lessons and Exercises associated with the lessons
20 Lessons  A
19 Lessons  B
18 Lessons  C
17 Lessons  D
16 Lessons  Fail

Speed AND Accuracy Grade (All Equal Parts)  ¼ of final grade

Speed

29 WPM  A
28-27  B+
26-25  B
24-23  C+
22-21  C
20-19  D+
18  D

Accuracy

0-3 Errors  A
4  B+
5  B
6  C+
7  C
8  D+
9  D

Midterm Written and Application Examinations  ¼ of final grade

Application tests on Letter, Report, Table or Memo are combined with a written test for a grade

Final Written Examination  ¼ of final grade

90-100  A
86-89  B+
80-85  B
76-79  C+
70-75  C
66-69  D+
60-65  D
59  Fail

FINAL COURSE GRADE
CLASSROOM AND IMC NETWORK LOGON PROCEDURE:

1. TURN ON the main power on the front of the system unit. If it is not already on, TURN ON the monitor power.

2. Follow directions on your screen after the Windows operating system has loaded.

   **Hold** down the CTRL & ALT keys with the left hand and **tap** the DELETE key with the right hand. When the logon dialog box appears, enter

   **LOGIN:** Saddleback email USER NAME (first initial, last name plus your number), and press the **Tab** key to enter

   **PASSWORD:** Student PIN Number as your **PASSWORD** (Monitor just shows asterisks “****’s”) (Pin number could be the last 4 digits of your social security number plus two (2) zeros)

3. Press the **ENTER** key or click OK.

4. When Windows is loaded, use the mouse to click on **Start** in the lower left side of the screen. With the left mouse button **click** on the GDP icon or click Programs then the GDP icon.

GDP SOFTWARE PROGRAM LOGON:

1. Select your class or section (CIM 121A or B), select your name from a list then left click OK.
   *(New Students: Click on New Students to add your name to the list.)*

2. Enter the information in the fields provided. **Tab** to move to the next field to enter information and backspace to make corrections. Remember to verify the spelling of your name before moving to the next field.

3. Type in your **Saddleback email address** and press **TAB** to keep the **Options** as **Standard**.

4. Type **cim121** as the password.

LOGOUT PROCEDURE:

1. When finished with a work session, exit your lesson and go back to the main menu, then select Exit GDP from the File Menu in the upper left hand corner of your screen.

2. Click **Yes** in answer to the prompt, “Do you want to exit?”

3. Click on the **Start** button, (lower left hand corner of Taskbar), to select **Shut Down**.

4. When the Shut Down Window dialog box appears, look to the middle of this Window under the question “What do you want the computer to do?” Use the down arrow on the right side to select SHUT DOWN again. Now click on OK.

PRINTING GDP SUMMARY REPORTS:

To turn in your assignments, you will **PRINT OUT** a Summary Report

1. Select **Portfolio** on the upper right side of the toolbar.

2. Allow the check marks on the left of the screen to remain so that you print everything on your disk.

3. When your work appears, look to the bottom of the screen and click on the box in front of “select all exercises”.

4. Select **Print Report** and then **Print** (Make sure that the Panasonic printer has been selected, the paper has been set to **line one** and that the green Online button is lit.)