

COURSE SYLLABUS

CIM 121B—KEYBOARDING FOR COMPUTERS: INTERMEDIATE—NEW BOOK

<i>Instructor:</i>	Rae Fisher	<i>10/17/2011 to 12/18/2011</i>
<i>Email:</i>	rfisher@saddleback.edu	<i>Semester:</i> Fall 2011, 2 nd 8 Weeks— <i>New Book</i>
<i>Room:</i>	BGS 233	<i>Ticket #:</i> 16505D, 7:00-9:50 p.m., Thursday

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:

Text: *Gregg College Keyboarding and Document Processing Word 2010, Kit 1, 11th Edition*; Ober, Johnson, Zimmerly; McGraw Hill/Irwin, ISBN 0077356608. May cost at least \$135.50 or more.

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 Tuesday, December 15, 2011

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.

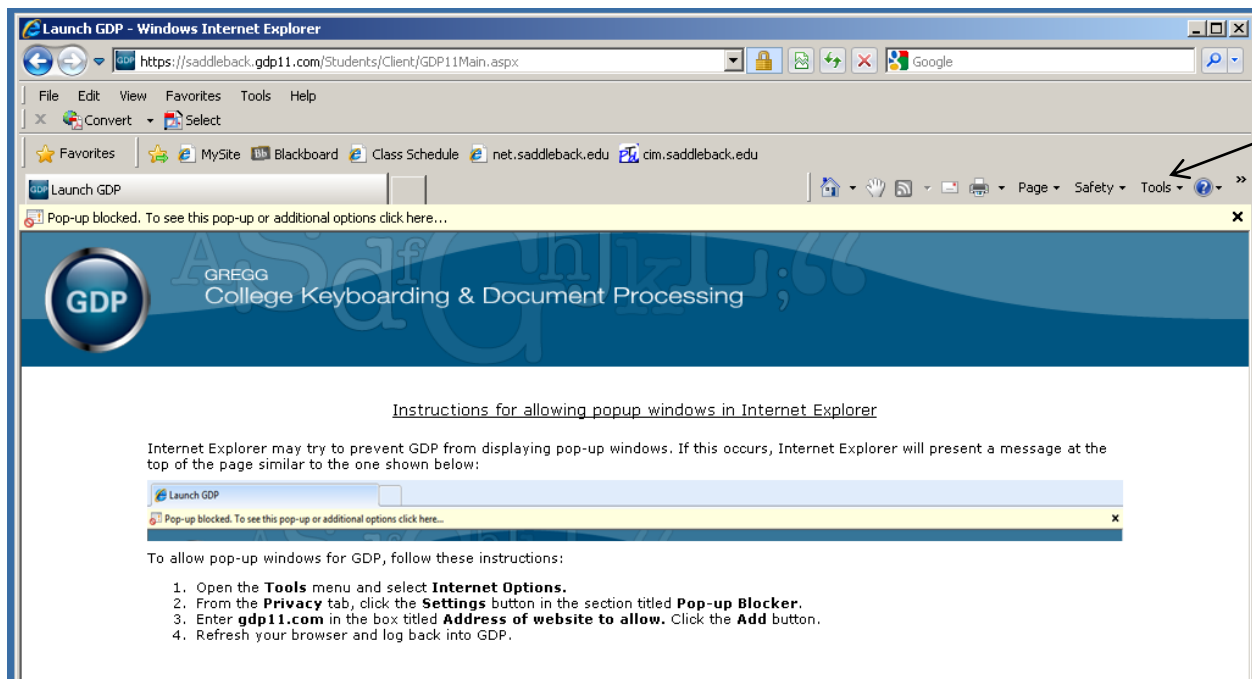
LAST DATE for P/NP or DROP without a W grade is Thursday, October 27, 2011

LAST DATE for WITHDRAWAL with a W grade is Thursday, November 17, 2011

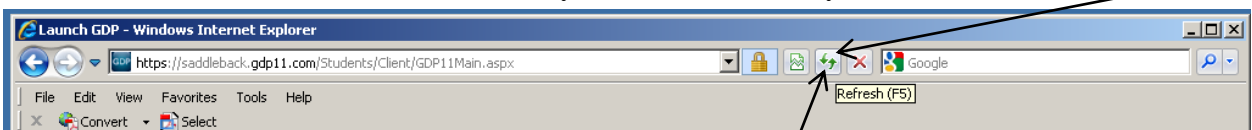
TICKET 16505D		SEMESTER SCHEDULE		Fall 2011
Week	Topic/Activity	Comments and Homework		Turn In Today
10/20	<p>Introduction to Course, give lab hours to instructor Registration before 10\27 Show 2010 website and Word 2010, Discuss 10th Edition Textbook</p> <p>Read Word MANUAL pages 1-26</p> <p>LESSONS 21, 22, 23 Textbook pages 74-80 Complete Lessons 21A, B, C on SB2, 22A, B, C, 23A to F Skip Language Arts—21D/E, 22D, 23G to I</p> <p>Introduction of Word 2010 and the Word Manual—6:30 p.m.</p>	<p>Last day to add the class 10\27 Purchase Books Read Word Manual--Pages 1-26 and textbook page 89 Come to class at 6:30 p.m. each week for Word 2010 lectures</p>		Nothing
10/27	<p>CORRESPONDENCE Correspondence 26-3 Letter LESSONS 24, 25, 26, Textbook pages 80-91 Correspondence 26-3 done in class, Refer to Page 89 Review 27E, Page 93 and 29H, Page 102 & 103 before class on 11\3</p>	Lessons	24A-D 25A-C 26A-C Skip 24E, 25D to G	Lessons 21, 22, 23
11/3	<p>CORRESPONDENCE Correspondence 27-6 Letter 29-15 Memo LESSONS 27, 28, 29 Textbook pages 92, Manual pages 42-48 Correspondence 27-6, 29-15 done in class, See Pages 89 & 102-103 Practice test for Letters, Instructor Demo Lesson 28 Envelopes/Labels</p>	Review--Correspondence Test Lessons	27A-C 28A-G 29A-C Study textbook Reports Page 111, 31-E, Page 115, 32D	Lessons 24A-D 25A-C 26A-C Skip 24E, 25D to G Correspondence 26-3
11/10	<p>Written and Performance Midterm Tests on Correspondence BUSINESS REPORTS Report 31-1, 32-3 LESSONS 31, 32, 33 Textbook pages 110-121, Manual pages 49-61 Instructor Demo and Review of Lesson 33 Proofreader's Marks Page 120, 127</p>	Review Textbook pgs 123-124 Lessons	30A-D 31A-C 32A-C 33A-E	Lessons 27A-C 28A-G 29A-C Letter 27-6 and Memo 29-15
11/17	<p>ACADEMIC REPORTS Report 34-7, 35-9 LESSONS 34, 35 Textbook pages 122-129, Manual pages 62-68 See textbook 34-E, F, G, pages 123, 124, Manual pages 62-63 and textbook 35E, page 127, Manual pages 64-68 Practice test for Reports</p>	Review—Reports Test Lessons	34A-D 35A-C	Lessons 30A-D 31A-C 32A-C 33A-E Reports 31-1, 32-3
11/24	No Class			
12/1	<p>Written and Performance Midterm Tests on Reports Timings (Part of Final Exam) Instructor Demo of Tables</p>	Study textbook Page 132 and Manual Pages 69 to 83		Lessons 34A-D 35A-C Reports 34-7, 35-9
12/8	<p>TABLES Tables 36-1, 37-7, 38-11, 39-12 LESSONS 36-39, Textbook pages 130-143, Manual pages 69-83</p> <p>Tables 36-1, see 36D, Page 132 37-7, see 37E, Page 135 38-11, see 38D, Page 138 39-12, see 39H, Pages 141 and 142</p> <p>Timings, Turn in timing for a grade Review for Final and Turn in Makeup work</p>	Lessons	36A-C 37A-C 38A-C 39A-C REVIEW FOR FINAL	Tables 36-1 37-7 38-11 39-12
12/15	Final Written Examination			Lessons 36A-C 37A-C 38A-C 39A-C

CLASSROOM AND IMC NETWORK LOGON PROCEDURES:

1. TURN ON the main power on the front of the system unit on the floor.
2. Follow directions on your screen after the Windows operating system has loaded.
Hold down 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 with your mouse.
4. When Windows is loaded, use the mouse to click **Start, Programs, Internet Explorer**.
5. Type in the URL box **https://saddleback.gdp11.com**
6. Click **Registration Code** box.
7. Click **Yes** for Saddleback College. Now click on **Next**.
8. Click **No** to indicate that you do not have a **GDP** name. Now click on **Next**.
9. Click the **license agreement** check box at the bottom of the page.
10. Click **Next**
11. Before selecting your class, look to the top of the window and select **Tools**



12. Select **Internet Options, Privacy Tab** at the top of the dialog box, **Settings** in the middle of the dialog box. In the box that says, “Address of website to allow” key in **gdp11.com**
13. Click **Add**, then **Close** then **OK**. Now you need to Refresh your Window. Click Refresh button.



14. The system will prompt you to select a class to enroll in. Click **Next**



Enter the registration code you purchased from the book store below and click Next to continue.

Registration Code: CHRL76299L3UW9LK66 ✓

Hint: The registration code is all upper-case letters or numbers and doesn't contain ones or zeros.

15. Key in your **Registration Code** as shown above.
16. When prompted create your GDP11 account, enter your first name, last name, email address and student ID. Enter a username and password, and then click the **Next** button in the lower right corner. It is important to enter a valid email address. See example below.



To complete your account registration, enter the following information and click Next.

Personal Information

First Name: Cheryl ✓ Last Name: Smith ✓

Email: csmith2288@staging.edu ✓ Student ID: 882828 ✓

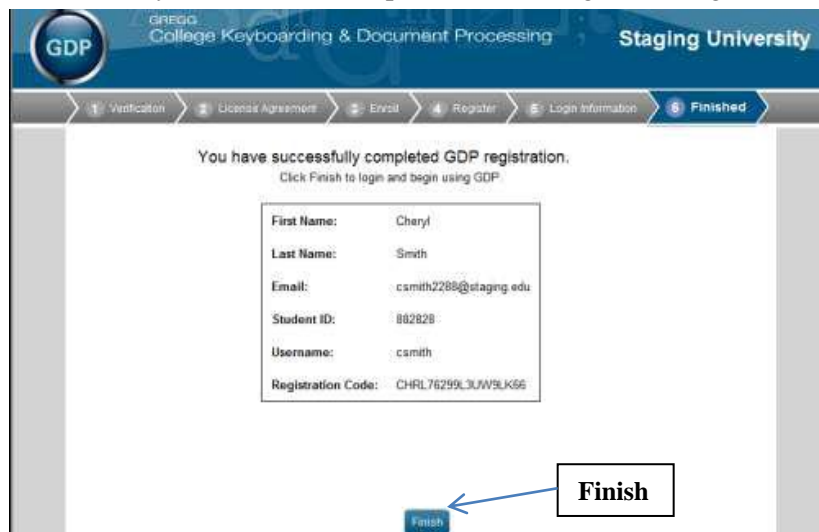
Login Information

Username: csmith ✓ Password: ***** ✓

Confirm Password: ***** ✓

Next

13. The final page of registration displays your user account information. After the account has been successfully created, you will not need the registration code again. Click the **Finish** button to return to the main login page where you can now enter your username and password and begin working with the GDP11 online program.



You have successfully completed GDP registration.
Click Finish to login and begin using GDP.

First Name:	Cheryl
Last Name:	Smith
Email:	csmith2288@staging.edu
Student ID:	882828
Username:	csmith
Registration Code:	CHRL76299L3UW9LK66

Finish

GDP11 DAILY INTERNET SOFTWARE PROGRAM LOGON:

1. Type in the URL box **https://saddleback.gdp11.com**
2. Enter your first initial, last name plus your number for your username.
3. Enter the last 4 digits of your social security number plus to (2) zeros—not the letter o).
4. Click on Sign In. See example below.

The screenshot shows the login interface for the GDP11e software. At the top, it says 'GREGG College Keyboarding & Document Processing' and 'Staging University'. The main area contains a map with a red location pin and a blue banner with the text: 'Welcome to the GDP 11e log in page. Enter your student, instructor, or administrator username and password in the form to the right and then click the Sign In button.' On the right side, there is a 'Log In' section with 'Username:' and 'Password:' input fields, a 'Sign In' button, and a 'Forgot your password?' link. Below this is a 'Secured by GeoTrust' badge. Further down is a 'New GDP Student?' section with a button that says 'I Have a REGISTRATION CODE'. At the bottom, there is contact information for technical support and the Online Learning Center (OLC).

LOGOUT PROCEDURE:

1. Click the **Close button** in top right corner of the screen then click **OK**.
2. Click the **X** on the upper right corner of the Window
3. Click on the **Start** button, (lower left hand corner of Taskbar), to select **Shut Down**.

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

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