

COURSE SYLLABUS

CIM 121A—KEYBOARDING FOR COMPUTERS: BEGINNING

<i>Instructor:</i>	Rae Fisher	<i>Second 8 Weeks, 10/18/10 to 12/19/10</i>
<i>Email:</i>	<u>rfisher@saddleback.edu</u>	<i>Semester:</i> Fall 2010
<i>Room:</i>	BGS 233	<i>Ticket #:</i> 20245A, 9-11:50 a.m., Tuesday

COURSE DESCRIPTION:

This course is designed to introduce keyboarding/touch typewriting skills (inputting on microcomputers). Students learn the operation of the alphanumeric keyboard. This is not a course in programming. No previous computer or typewriting experience is required.

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Demonstrate keyboarding skill of the alpha, numeric, and symbol keys using touch method of operation with proper techniques.
2. Manipulate numeric data by the touch method.
3. Keyboard alpha characters at a minimum speed of 20 words per minute.
4. Identify and operate the components of a microcomputer.

STUDENT RESOURCES:

Text: *Gregg College Keyboarding and Document Processing Word 2007 Update, Kit 1, 10th Edition*;
Lessons 1-60, Ober, Johnson, Zimmerly; McGraw Hill/Irwin, ISBN 13 9780077212568

ASSIGNMENT AND TESTS:

Students need to complete units on alphabetic and alphanumeric keyboarding drills, finger dexterity drills, pace materials and timed writings. Three textbook lessons can be completed during the three hours of classroom time and 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: ¼ - completed assignments; ¼ - timed writings, ¼ - written final examination, ¼ - midterm examination. You cannot use this program on your home computer, but you can come to the IMC lab any time that they are open. You can practice at home with a word processing program by typing each line twice, then labeling your work to identify the lessons done and printing them for your instructor. **HOMEWORK MUST BE DONE FOR THIS CLASS.** All class reports and work from home printouts can be turned in together.

FINAL GIVEN Tuesday, December 14, 2010

POLICIES AND PROCEDURES:

ATTENDANCE: Students are expected to attend class and lab 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 Tuesday, October 26, 2010

LAST DATE for WITHDRAWAL with a W grade is Tuesday, November 2, 2010

"There came a moment when I realized that I was keyboarding—without thinking that I was keyboarding. From that instant on, my creativity soured like a condor, unchained from the burden of scratching, parrot-like, upon my papers!"
Pablo Crane (edited by Rae Fisher)

Week of	Topic/Activity	Comments	Homework To Turn In Today
10/19	Introduction to Class Registration Meet other students	Purchase Books	None
10/26	Complete Lessons 1, 2	Read machine parts on Page R2	None
11/2	Complete Lesson 3, 4, 5	Read counting errors and calculating speed on Page xii Review notes in left margins	None
11/9	Counting errors, measuring speed Lessons 6, 7, 8 Show how to print reports on HP printers	Study counting errors AND calculating speed.	None
11/16	Review for Midterm Practice Test for Midterm Lesson 9, 10, 11	Print homework lessons outside of class in the IMC Lab before coming to class	Printed Report showing Lessons 1-8
11/23	Midterm--covers counting errors, measuring speed and machine parts Lesson 12, 13, 14	Midterm at the beginning of class with machines off and keyboards turned face down.	Printed Report showing Lesson 1-11 Please print homework in the IMC Lab before coming to class
11/30	Return midterm test. Students hands and keyboards are covered during open timings today Lesson 15, 16, 17 Review for Final (Handout)	Open timings should only be done in class with the instructor. Practice timings can be done in the lessons.	Printed Report showing Lesson 1-14
12/7	Final Timings turned in for a grade Lesson 18, 19, 20 Review for Final (Handout)	Turn in Open Timing Report and selected timing text for the test that is to be graded. Circle the errors on the timing text. Draw a vertical line through the timings that should not be graded.	Printed Report showing Lesson 1-17
12/14	Written Final		Printed Report showing Lesson 1-20

CLASSROOM AND IMC NETWORK LOGON PROCEDURES:

1. TURN ON the main power on the front of the system unit.
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, Keyboarding then GDP.**

GDP DAILY SOFTWARE PROGRAM LOGON:

1. Select your class or section (CIM 121A or B), select your name from a list then left click OK.
2. Type **cim121** as the password for the GDP software.

LOGOUT PROCEDURE:

1. Click **Lessons** in top left corner which takes you to the **Main Menu**
2. Click **File**, then **Exit GDP**
3. Click on the **Start** button, (lower left hand corner of Taskbar), to select **Shut Down.**

PRINTING GDP SUMMARY REPORTS:

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

1. Select **Portfolio** on the upper middle right side of the toolbar.
2. Click on the box in front of “**select all exercises**” at the bottom of the screen.
3. Select **Print Report** then **OK.**
4. Wait for the system to ask what class you are in. Use the mouse to click on the class you are registered for and wait for the printer to start printing.

STUDENT _____

DAY & TIME OF CLASS _____

121A GRADE SUMMARY SHEET

Midterm

$\frac{1}{4}$ of final grade _____

Weekly Assignments

$\frac{1}{4}$ 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)

$\frac{1}{4}$ of final grade _____

Speed

21 + wpm A
20-19 B+
18 B
17-16 C+
15 C
14-13 D+
12 D

Accuracy

0-2 Errors A
3 B+
4 B
5 C+
6 C
7 D+
8 D

Final Written Examination

$\frac{1}{4}$ 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 _____