

COURSE SYLLABUS

**CIM 121B—KEYBOARDING FOR COMPUTERS: INTERMEDIATE**

<i>Instructor:</i>	Rae Fisher	<i>2<sup>ND</sup> 8 Weeks, 10/18/10 to 12/19/10</i>
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<i>Room:</i>	BGS 233	<i>Ticket #:</i> 20245D, 9-11:50 a.m., Tuesday

**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 2007, Kit 1, Tenth Edition*; 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. 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 14, 2010**

**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 Tuesday, October 26, 2010***  
***LAST DATE for WITHDRAWAL with a W grade is Tuesday, November 2, 2010***

TICKET 20245D		SEMESTER SCHEDULE		FALL 2010
Wk	Topic/Activity	Comment	Turn In Today	
10/19	<b>Introduction to Course</b>			
10/26	<b>LESSONS 21, 22, 23 Text pages 51-56</b> Complete Lessons <b>21A, B, C, 22A, B, C, D, 23A, B, C</b> Skip Language Arts & Word Processing— <b>21D/E, 22E, 23D/E</b> <b>Introduction of Word and the Word Manual</b>	Read Word Manual--Pages 6-30 Word Processing Orientation Read text page 64  Come to class at 5:30 p.m. each week for Word lectures	Nothing	
11/2	<b>BUSINESS REPORT LECTURE</b> <b>LESSON 24, 26,27 Text pgs 57-71 Business Report 26-1, 27-3</b> Report 26-1 and 27-3 done in class Demo how to do 29-7	Lessons 24A-G 26A-D 27A-C Skip 24H, all of 25	Lessons 21-23 Report	
11/9	<b>ACADEMIC REPORT LECTURE</b> <b>LESSON 28-29 Text pgs 72-78 Academic Report 29-7</b> Academic Report 29-7 done in class Practice Test for Reports	Review for Report Test Lessons 28A-G 29A-C Read text page 85	Lesson 24, 26, 27 Report Report 26-1 & 27-3	
11/16	<b>LETTER LECTURE before the test</b> <b>LESSON 30-32, Text pages 79-91, LETTERS 31-3, 32-8</b> Letters 31-3 & 32-8 Done in class after the test Practice test for Letters <b>Written and Performance Midterm Tests on Reports</b> Lecture on Letters after test is completed	Review for test--Letters  Lessons 30A-D 31A-D 32A-G Read text page 97	Lessons 28-29 Reports 29-7	
11/23	<b>MEMO LECTURE</b> <b>LESSON 34-35, Text pages 96-101 MEMOS 34-14, 35-17</b> Memos 34-14, 35-17 <b>Written and Performance Midterm Tests on Letters</b> Timings (Part of Final Exam)	Lessons 34A-D 35A-C  Read text page 104 Read 34E-F, 37E-F	Lessons 30-32 Letters 31-3 32-8	
11/30	<b>TABLE LECTURE</b> <b>LESSON 36-38, Text pages 103-111 TABLES 36-1, 37-6, &amp; 38-8</b> Tables 36-1 37-6 38-8 Timings, Turn in timing for a grade Review for Final	Lessons 36A-D 37A-C 38A-D	Lessons 34-35 Memos 34-14 35-17	
12/7	<b>LESSONS 39, Text pages 112-114</b> Review for Final  Turn in Makeup work	All drills for Lesson 39, NO TABLES  REVIEW FOR FINAL	Lessons 36-38 Tables 36-1 37-6 38-8	
12/14	Final Written Examination			

## **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 \_\_\_\_\_

# 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

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## 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

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### Accuracy

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

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## 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

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## 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

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**FINAL COURSE GRADE**

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