

COURSE SYLLABUS

CIM 121B—KEYBOARDING FOR COMPUTERS: INTERMEDIATE

<i>Instructor:</i>	Rae Fisher	<i>First 8 Weeks, 1/10/2011 to 3/20/2011</i>
<i>Email:</i>	rfisher@saddleback.edu	<i>Semester:</i> Spring 2011
<i>Room:</i>	BGS 233	<i>Ticket #:</i> 14960D, 9:00 a.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, \$135.50

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 Thursday, March 10, 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, January 27, 2011
LAST DATE for WITHDRAWAL with a W grade is Thursday, February 17, 2011

TICKET 14960D		SEMESTER SCHEDULE		SPRING 2011	
Week	Topic/Activity	Comments and Homework	Turn In Today		
1/13	Introduction to Course, give lab hours to instructor Registration before 1/20 Show 2010 website and Word 2010, Discuss 10 th Edition Textbook Read Word MANUAL pages 1-26	Purchase Books Last day to add the class 1/19	None		
1/20	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 Introduction of Word 2010 and the Word Manual—8:30 a.m.	Read Word Manual--Pages 1-26 and textbook page 89 Come to class at 8:30 a.m. each week for Word 2010 lectures	Nothing		
1/27	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 2/3	Lessons 24A-D 25A-C 26A-C Skip 24E, 25D to G	Lessons 21, 22, 23		
2/3	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	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		
2/10	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	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		
2/17	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	Review—Reports Test Lessons 34A-D 35A-C	Lessons 30A-D 31A-C 32A-C 33A-E Reports 31-1, 32-3		
2/24	Written and Performance Midterm Tests on Reports Timings (Part of Final Exam) Instructor Demo of Tables	Study textbook Page 132 and Manual Pages 69 to 83	Lessons 34A-D 35A-C Reports 34-7, 35-9		
3/3	TABLES Tables 36-1, 37-7, 38-11, 39-12 LESSONS 36-39, Textbook pages 130-143, Manual pages 69-83 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 Timings, Turn in timing for a grade Review for Final and Turn in Makeup work	Lessons 36A-C 37A-C 38A-C 39A-C REVIEW FOR FINAL			
3/10	Final Written Examination		Lessons 36A-C 37A-C 38A-C 39A-C Tables 36-1 37-7 38-11 39-12		

CLASSROOM AND IMC NETWORK LOGON PROCEDURES:

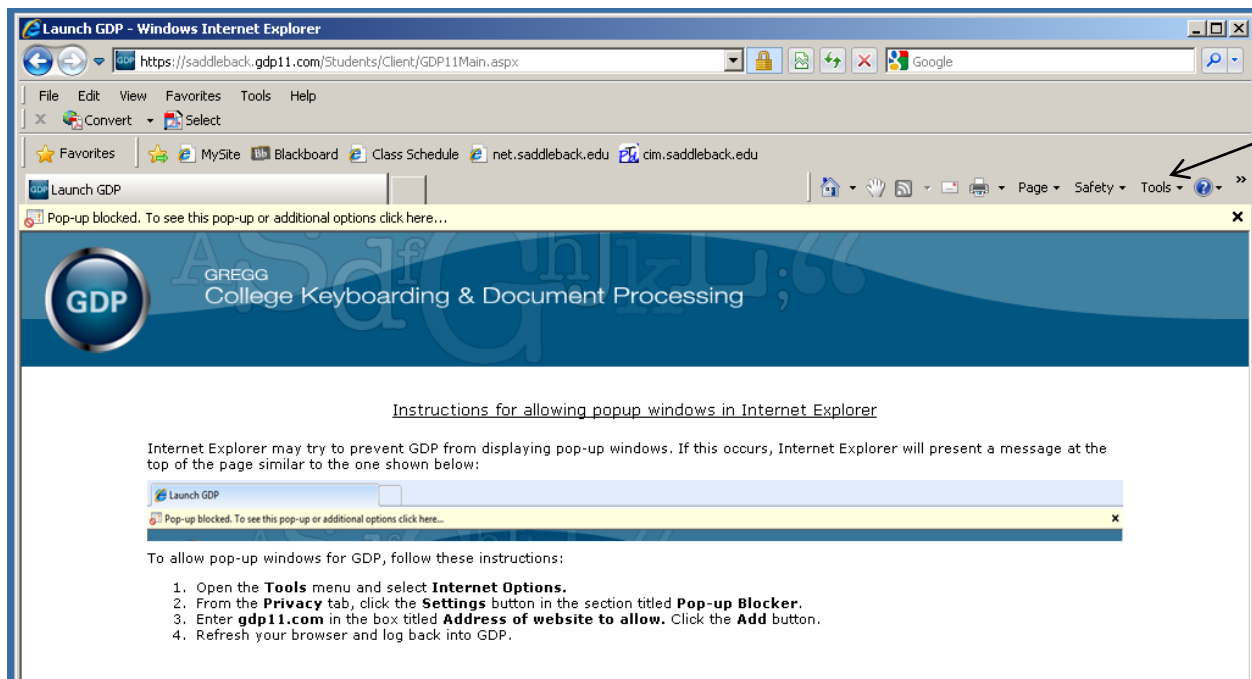
1. TURN ON the main power on the front of the system unit on the floor.
2. Follow directions on your screen after the Windows operating system has loaded.

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

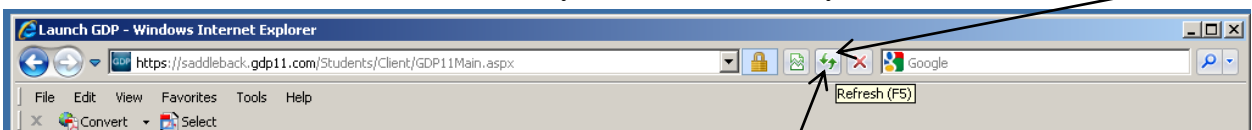
LOGIN: Saddleback email USER NAME (**first initial, last name plus your number**), and press the **Tab** key to enter

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**

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.

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.

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

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 program. The header includes the GDP logo, 'GREGG College Keyboarding & Document Processing', and 'Staging University'. The main content area features 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.' The login form on the right is titled 'Log In' and contains the following elements:

- Username: [input field]
- Password: [input field]
- Forgot your password? [link]
- Sign In [button]
- Secured by GeoTrust [logo]
- New GDP Student? [header]
- I Have a REGISTRATION CODE [button]

Callout boxes on the right side of the form identify the 'Username:' and 'Password:' fields, and the 'Sign In' button.

At the bottom of the page, there is a footer with contact information: 'Please contact MyGraw-Hill Technical Support if you require assistance: <http://mpaa.vvva.com/c278/pfproducts.cshkeyboards11e.htm> For additional information and resources visit the Online Learning Center (OLC): <http://www.mhhe.com/gdp11>

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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