COURSE SYLLABUS
CIM 121C—KEYBOARDING FOR COMPUTERS: ADVANCED

3/22/10 to 5/20/10

Instructor: Rae Fisher
Ticket #: 15060G, 7-9:50 P.M. Thursday
Email: rfisher@saddleback.edu

Semester: Spring 2010, Second 8 Weeks
Room: BGS 233

COURSE DESCRIPTION:
This course improves keyboarding speed and accuracy. Introduces word processing command keys and format features to produce memorandums, letters, bound and unbound reports, and job application documents.

COURSE OBJECTIVES:
Upon completion of this course, the student will be able to:
1. Build speed on alphanumeric keys through the keyboarding of production, timed writings, and drills
2. Improve language arts skills of grammar usage, spelling, use of punctuation marks, capitalization, and numbers.
3. Improve use of word processing commands in production of documents
4. Prepare business letters, memorandums, one- and two-page reports, and employment documents.

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: 1/5 completed assignments; 1/5 midterm examination, 1/5 application examination 1/5 timed writings, 1/5 written 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 with a word processing program by typing each line twice, then labeling your work to identify the lessons done and printing it for your instructor. All reports and work from home printouts can be turned in together.

FINAL GIVEN THURSDAY, May 20, 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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Ticket #15060G Topic/Activity</th>
<th>Homework due for SPRING 2010</th>
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</table>
| 3/25 | LESSONS 41-42, Text pages 123-130  
*Complete 41A, B, C, 42A-D* as homework and Documents 41-13, 42-15 in class on pages 125 &129.  
Skip all Language Arts sections for the entire course  
Instructor Lecture on 41E, 42E, F, Pages 124 & 128  
Word Manual Lesson 41, 42, Pages 89-99  
Today turn in report for Lessons 41, 42 drills and documents 41-13, 42-15 as you enter classroom.  
Before coming to the next class, print report of Lessons 43-44, and copy of documents 43-17, 44-19 |
| 4/1  | LESSON 43-44, Text pages 131-140  
*Complete 43A-C, 44A-F* as homework and Documents 43-17, 44-19, in class on pages 133 & 139.  
Instructor lecture 43F, 44G, H, I, J Pages 132 & 136-139  
Word Manual 44, Page 100-102  
Turn in Business and Academic Reports  
Before coming to the next class, print report of Lessons 45-46 drills and copy of documents 45-25, 46-22,  
Before coming to the next class, print report of Lessons 47-48 drills and copy of documents 47-26 and 48-28. |
| 4/8  | LESSON 45-46, Text pages 141-150  
*Complete 45A-C, 46A-D* and Documents 45-25, 46-22 on pages 145 and 150.  
Instructor lecture 45G-H 46E-F, Pages 142-3, 149-150  
Word Manual 45, Page 103-105  
Before coming to the next class, print report of Lessons 47-48 drills and copy of documents 47-26 and 48-28. |
| 4/15 | LESSON 47, 48, Text pages 151-157  
Instructor lecture 47E, 48E-F, Pages 152 & 156  
Text Reference Manual R14, R3B-D, R5B, R9C  
Review for test on Reports | Before coming to the next class, print report of Lessons 47-48 drills and copy of documents 47-26 and 48-28.  
Before coming to the next class, print report of Lessons 47-48 drills and copy of documents 47-26 and 48-28. |
| 4/22 | LESSON 49, 50, Text pages 158-166  
*Complete 49A-C, 50A-F* and Documents 49-30 & 50-35, pages 160 & 166  
Instructor lecture 49E, 50G-H-F, Pages 159 & 162-3  
Text Reference Manual R3A-B  
Word Manual 50, Page 106-109  
Midterm Test and Timings. | Before coming to the next class, print report of Lessons 49-50 drills and copy of documents 49-30 and 50-35.  
Review for test  
Before coming to the next class, print report of Lessons 49-50 drills and copy of documents 49-30 and 50-35.  
Review for test  
| 4/29 | LESSON 51, 53, Text pages 168-179  
TIMINGS IN CLASS FOR FINAL EXAM  
Text Reference Manual R-12A-B  
Word Manual 51-52, Page 110-115  
Before coming to the next class, print report of Lessons 51, 53 and documents 51-27 and 53-37.  
Before coming to the next class, print report of Lessons 51, 53 and documents 51-27 and 53-37. |
| 5/6  | LESSON 57, Text pages 193-196  
TIMINGS IN CLASS FOR FINAL EXAM  
*Complete 57A-C* and Documents 57-18, 57-33, 57-47, pages 194-6  
Before coming to the next class, print report of Lesson 57 and documents 57-18, 57-33, and 57-47.  
Before coming to the next class, print report of Lesson 57 and documents 57-18, 57-33, and 57-47. |
| 5/13 | No Classes on Campus, No IMC Lab | Today turn in report for Lessons 57 drills and documents 57-18, 57-33, 57-47. |
| 5/20 | Final Written Examination | Today turn in report for Lessons 57 drills and documents 57-18, 57-33, 57-47. |
121C GRADE SUMMARY SHEET

Weekly Assignments

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)

Speed

- 36 WPM: A
- 35-34: B+
- 33-32: B
- 31-30: C+
- 29-28: C
- 27-26: D+
- 25-24: D

Accuracy

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

Midterm Written and Application Examinations

Application

Application

Final Written Examination

- 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 CTRL & ALT keys with the left hand, **tap** the DELETE key with right hand.

   When the logon dialog box appears, enter

   **LOGIN:** Key in Saddleback email USER NAME (1st initial followed by last name and a number. Do not use capital letters or spaces.) then press Tab key.

   **PASSWORD:** Student PIN Number (Last 4 digits of social security number followed by two zeros. Monitor shows just “xxxxxs”)

3. Use left button on mouse to arrow pointing to the right.

4. When Windows is loaded, use the left mouse button to **Click** on the **Start** button in the lower left corner of your screen (It is a round multicolored ball.) 🎨

5. Click on **All Programs**, click on GDP at the top of the list.

GDP SOFTWARE PROGRAM LOGON:

1. Select your **FISHER** class or section (CIM 121A or B), select **your name** from list, click OK.
   (New Students: Click on New Students to add your name to the list. Use **cim121** as your password, and Saddleback email address.)

2. Type **cim121** as the password.

LOGOUT PROCEDURE:

1. When finished with a work session, exit your lesson and go back to the main menu. (Click the word **LESSON** to go to the Main menu.

2. Look in screen’s upper left hand corner, select **File Menu**, then select Exit GDP.

3. Click on the **Start** button, (Round multicolored ball in lower left hand corner of screen 🎨).

4. On the bottom right side of menu, click on arrow pointing right 🔄 then 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 right side of the toolbar.

2. Look to the bottom left of the screen and click on the box in front of **select all exercises**.

3. Select **Print Report** and then OK (Make sure to select the correct classroom or lab printer.)