COURSE SYLLABUS
CIM 121B—KEYBOARDING FOR COMPUTERS: INTERMEDIATE

Instructor: Rae Fisher
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Room: BGS 233

1/11/10 to 3/21/10
Semester: Spring 2010, First 8 Weeks
Ticket #: 15050D, 7-9:50 p.m., Thursday Ngt

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:

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 11, 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.
<table>
<thead>
<tr>
<th>WK</th>
<th>Topic/Activity</th>
<th>Comments</th>
<th>Turn In Today</th>
</tr>
</thead>
</table>
| 1/13 | Introduction to Course and Word Processing  
LESSONS 21, 22, 23 Text pages 51-56  
Skip Language Arts & Word Processing—21D/E, 22E, 23D/E  
Introduction of Word and the Word Manual | Read Word Manual—Pages 6-30  
Word Processing Orientation  
Read text page 64  
Come to class at 8:30 a.m. each week for Word lectures | Nothing |
| 1/20 | BUSINESS REPORT LECTURE  
LESSON 24, 26, 27 Text pgs 57-67  
Business Report 26-1  
Report 26-1 done in class | Lessons 24A-G  
26A-D  
Skip 24H, all of 25 | Lessons 21-23 Report |
| 1/27 | BUSINESS REPORT LECTURE  
LESSON 27 Text pgs 68-71  
Business Report 27-3  
Report 27-3 done in class  
Demo how to do 29-7 | Lessons 27A-C | Lessons 24-26 Report |
| 2/3 | ACADEMIC REPORT LECTURE  
LESSON 28-29 Text pgs 72-78  
Academic Report 29-7  
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 27 Report  
Report 26-1 & 27-3 |
| 2/10 | LETTER LECTURE before the test  
LESSON 30-32, Text pages 79-91,  
LETTERS 31-3, 32-8  
Letters 31-3 & 32-8 Done in class after the test  
Practice test for Letters  
Written and Performance Midterm Tests on Reports  
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 |
| 2/17 | MEMO LECTURE  
LESSON 34-35, Text pages 96-101,  
MEMOS 34-14, 35-17  
Memos 34-14, 35-17  
Written and Performance Midterm Tests on Letters  
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 |
| 2/24 | TABLE LECTURE  
LESSON 36-38, Text pages 103-111  
TABLES 36-1, 37-6, & 38-8  
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 |
| 3/3 | LESSONS 39, Text pages 112-114  
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 |
| 3/10 | Final Written Examination | | |
121B 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)

<table>
<thead>
<tr>
<th>Speed</th>
<th>29 WPM</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>28-27</td>
<td>B+</td>
</tr>
<tr>
<td></td>
<td>26-25</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>24-23</td>
<td>C+</td>
</tr>
<tr>
<td></td>
<td>22-21</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>20-19</td>
<td>D+</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accuracy</th>
<th>0-3 Errors</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
<td>B+</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>C+</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>D+</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>D</td>
</tr>
</tbody>
</table>

Midterm Written and Application Examinations
Application tests on Letter, Report, Table or Memo are combined with a written test for a grade

Final Written Examination

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>86-89</td>
<td>B+</td>
</tr>
<tr>
<td>80-85</td>
<td>B</td>
</tr>
<tr>
<td>76-79</td>
<td>C+</td>
</tr>
<tr>
<td>70-75</td>
<td>C</td>
</tr>
<tr>
<td>66-69</td>
<td>D+</td>
</tr>
<tr>
<td>60-65</td>
<td>D</td>
</tr>
<tr>
<td>59</td>
<td>Fail</td>
</tr>
</tbody>
</table>

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 the 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.

4. When Windows is loaded, use the mouse to click on **Start** in the lower left side of the screen. With the left mouse button **click** on the GDP icon or click Programs then the GDP icon.

GDP SOFTWARE PROGRAM LOGON:

1. Select your class or section (CIM 121A or B), select your name from a list then left click OK.  
   **(New Students:** Click on New Students to add your name to the list.)

2. Enter the information in the fields provided. **Tab** to move to the next field to enter information and backspace to make corrections. Remember to verify the spelling of your name before moving to the next field.

3. Type in your **Saddleback email address** and press **TAB** to keep the **Options** as **Standard**.

4. Type **cim121** as the password.

LOGOUT PROCEDURE:

1. When finished with a work session, exit your lesson and go back to the main menu, then select Exit GDP from the File Menu in the upper left hand corner of your screen.

2. Click **Yes** in answer to the prompt, “Do you want to exit?”

3. Click on the **Start** button, (lower left hand corner of Taskbar), to select **Shut Down**.

4. When the Shut Down Window dialog box appears, look to the middle of this Window under the question “What do you want the computer to do?” Use the down arrow on the right side to select SHUT DOWN again. Now click on **OK**.

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. Allow the check marks on the left of the screen to remain so that you print everything on your disk.

3. When your work appears, look to the bottom of the screen and click on the box in front of “select all exercises”.

4. Select **Print Report** and then **Print** (Make sure that the Panasonic printer has been selected, the paper has been set to **line one** and that the green Online button is lit.)