COURSE SYLLABUS

CIM 121B—KEYBOARDING FOR COMPUTERS: INTERMEDIATE

Instructor: Rae Fisher
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Room: BGS 233
3/22/10 to 5/20/10

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, 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.
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>Comment</th>
<th>Turn In Today</th>
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<tbody>
<tr>
<td>3/25</td>
<td><strong>Introduction to Course</strong>&lt;br&gt;LESSONS 21, 22, 23 Text pages 51-56 Complete Lessons 21A, B, C, 22A, B, C, D, 23A, B, C Skip Language Arts &amp; Word Processing—21D/E, 22E, 23D/E Introduction of Word and the Word Manual</td>
<td>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</td>
<td>Nothing</td>
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<td>4/22</td>
<td><strong>MEMO LECTURE</strong>&lt;br&gt;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)</td>
<td>Lessons 34A-D 35A-C Read text page 104 Read 34E-F, 37E-F</td>
<td>Lessons 30-32 Letters 31-3 32-8</td>
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<td>4/29</td>
<td><strong>TABLE LECTURE</strong>&lt;br&gt;LESSON 36-38, Text pages 103-111 TABLES 36-1, 37-6, &amp; 38-8 Tables 36-1 37-6 38-8 Timings, Turn in timing for a grade Review for Final</td>
<td>Lessons 36A-D 37A-C 38A-D</td>
<td>Lessons 34-35 Memos 34-14 35-17</td>
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<td>5/6</td>
<td><strong>LESSONS 39, Text pages 112-114</strong> Review for Final</td>
<td>All drills for Lesson 39, NO TABLES REVIEW FOR FINAL</td>
<td>Lessons 36-38 Tables 36-1 37-6 38-8</td>
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<td>5/13</td>
<td><strong>NO CLASSES ON CAMPUS, NO IMC LAB</strong></td>
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<td>5/20</td>
<td><strong>Final Written Examination</strong></td>
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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)

Speed

- 29 WPM: A
- 28-27 WPM: B+
- 26-25 WPM: B
- 24-23 WPM: C+
- 22-21 WPM: C
- 20-19 WPM: D+
- 18 WPM: D

Accuracy

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

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

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 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.)