

COURSE SYLLABUS

**CIM 121C—KEYBOARDING FOR COMPUTERS: ADVANCED**

*Instructor:* Rae Fisher *10/12/2015 to 12/16/2015*  
*Room:* BGS 234 *Semester:* Fall 2015  
*Email* [rfisher@saddleback.edu](mailto:rfisher@saddleback.edu) *Ticket #:* 19540G, 9:00-11:50 a.m., Thursday

**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:**

Text: *Gregg College Keyboarding and Document Processing Word 2013 Update, Kit 1, 11th Edition*; Lessons 1-60, Ober, Johnson, Zimmerly; McGraw Hill/Irwin, ISBN 9780077824631. For a new book the cost is \$209.25 at the Bookstore for the 60 lessons you need. Used books from Amazon should be for Word 2013. Amazon will send these old books without an access code. If you have an old Word 2013 book, make sure it has a Word 2013 Manual and you can purchase an access code from the publisher for \$79. **Do not buy a used book from Amazon for Word 2010 or Word 2007.** Books can also be rented, but you still need an access code. Rentals can be done at [chegg.com](http://chegg.com), [amazon.com](http://amazon.com) or at [campusbookrentals.com](http://campusbookrentals.com)

**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 four hours of classroom time and drill work during the four 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 midterm examination, 1/4 timed writings, 1/4 written examination. 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 work from home printouts can be turned in together.

**FINAL GIVEN THURSDAY, DECEMBER 10, 2015**

**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 date.

**First Class Meeting on:**  Thursday, 10/15/2015

**Last Day to Add with APC\*:**  Wednesday, 10/21/2015

**No Penalty drop date:**  Wednesday, 10/21/2015

**Elect Pass/No Pass by:**  Wednesday, 10/21/2015

**Drop with 'W' Grade by:**  Thursday, 11/12/2015

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**

“This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities.” If you have questions on how to make accommodations, please contact Mike Sauter, the Alternate Media Specialist.

19540G	SEMESTER SCHEDULE		FALL 2015
Week	Documents to Complete in Class <u>Today</u>	Homework Drills* Do <u>outside of class</u> that are due today	Documents to turn in <u>today</u> *
10/15	Introduction to class and software Review Pages 89, 111, 123, 132, 120 and 127		
10/22	41-22 Block Style Business Letter 42-26 Block Style Personal letter	41A-C 42A-C  <i>Read 41E,F, 42D</i>	
10/29	43-28 Memo 44-30 Block Business Letter (Indent Display) 45-33 Modified Block Business Letter	43A-E 44A-D 45A-C  <i>Read 43H, 44E, F, G, 45E</i>	41-22 Letter 42-26 Letter
11/5	46-13 Left Bound Report w/Footnotes (Page 120 & 127) 47-15 APA Report 48-17 MLA Report	46A-C 47A-C 48A-C  <i>Read 46D, 47E, F, 48D</i>	43-28 Memo 44-30 Letter 45-33 Letter
11/12	5 Minute timings at 8:45 a.m. Midterm (Written & Application)  49-19 Bibliography 50-23 Table of Contents (Tab Leaders)	49A-E 50A-D  <i>Read 49H, I, J, 50E, F, 51E, F</i>	46-13 Report 47-15 Report 48-17 Report
11/19	51-26 Resume (Table) 54-38 Block Style Personal Letter 5-Minute Timings	51A-C  <i>Read 54E</i>	49-19 Bio 50-23 Table
11/26	No Class		
12/3	57-19 Open Table 57-31 Business Report 5-Minute Timings Turn in a 5-Minute Timing Review for final	53A-F 57A-C 51A-C	51-26 Table 54-38 Letter
12/10	Written Examination--FINAL	53A-F 57A-C	57-19 Table 57-31 Report

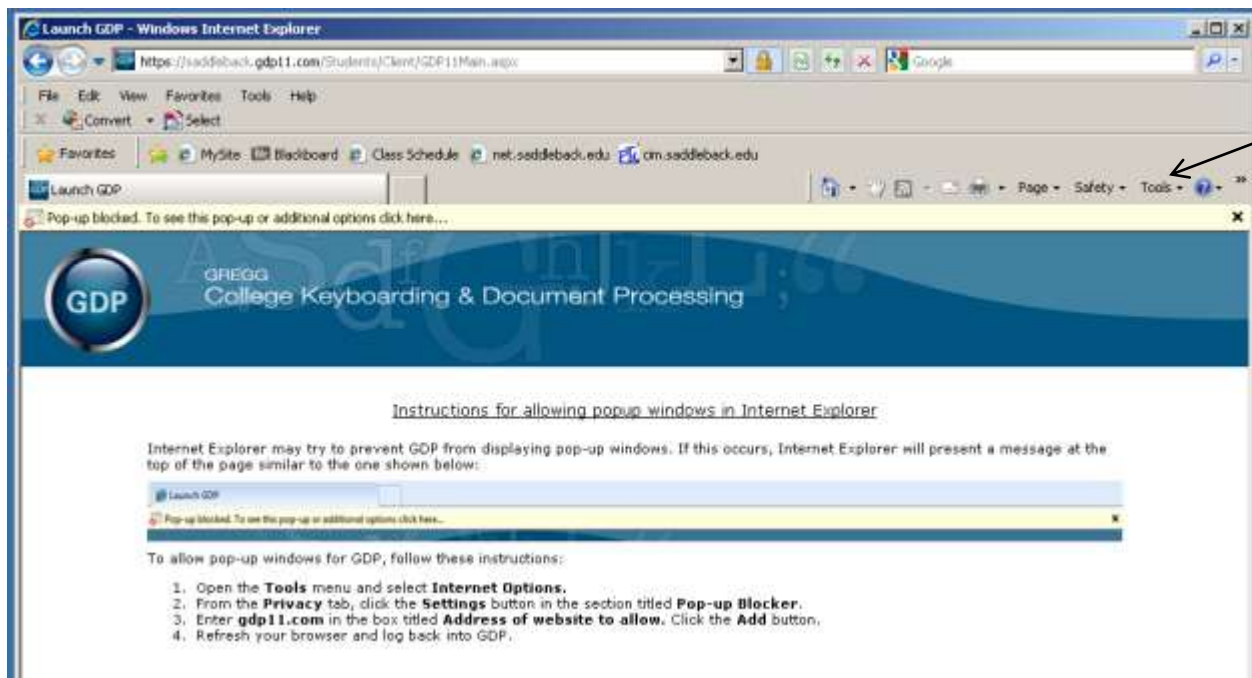
**\*Drills come to me automatically.**

## CLASSROOM AND IMC NETWORK LOGON PROCEDURES:

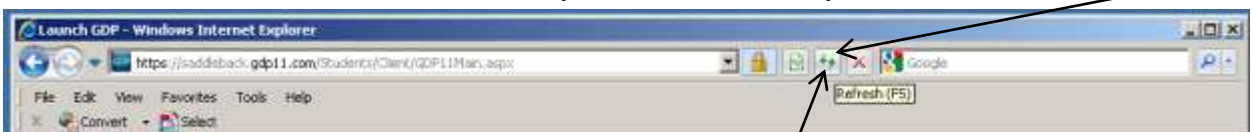
1. TURN ON the main power on the front of the system unit on the floor.
2. Follow directions on your screen after the Windows operating system has loaded.  
**Hold** down CTRL & ALT keys with the left hand and **tap** the DELETE key with the right hand. When the logon dialog box appears, enter  

**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> or just **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.



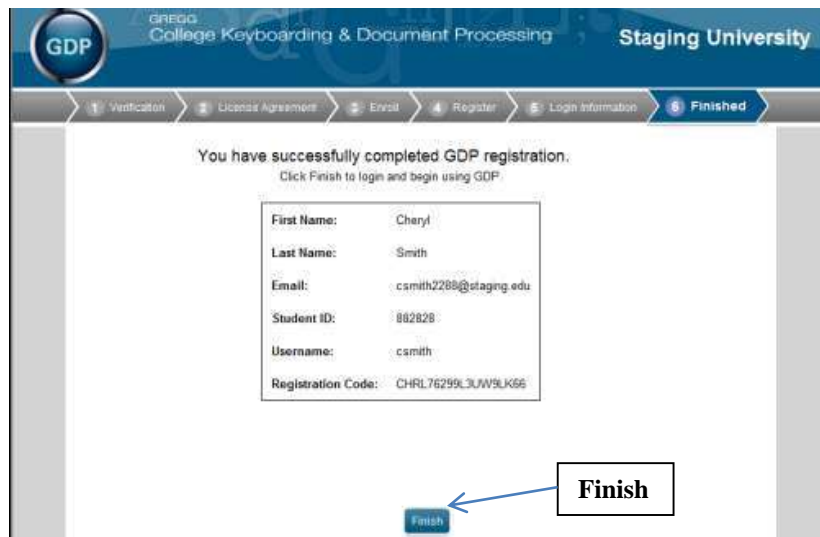
14. The system will prompt you to select a class to enroll in. Click **Next**



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.

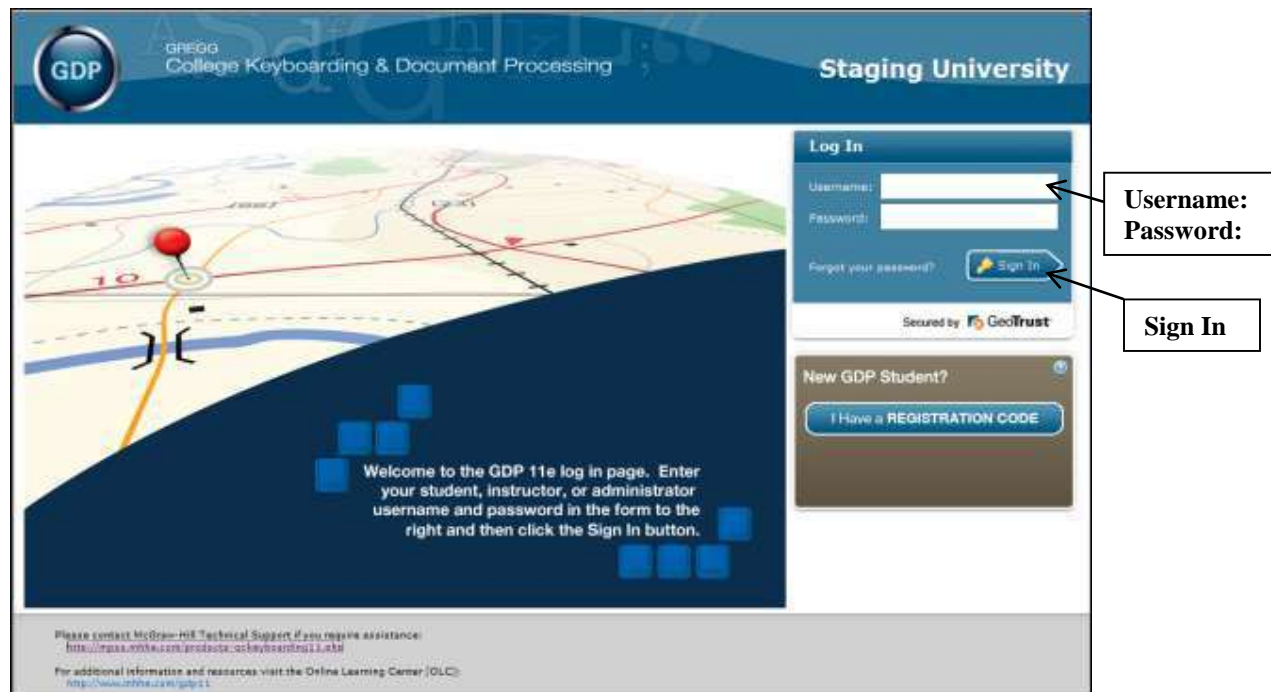


13. The final page of registration displays your user account information. After the account has been successfully created, you will not need the registration code again. Click the **Finish** button to return to the main login page where you can now enter your username and password and begin working with the GDP11 online program.



### 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.



### 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 &amp; TIME OF CLASS \_\_\_\_\_

# 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

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