

Computer Information Management Department – Saddleback College

CIMA 283B OFFICE SKILLS – KEYBOARDING

Spring 2016 • Ticket #11400D • 01/19/16 – 03/19/16 • Natalia Grigoriants

TABLE OF CONTENTS

Table of Contents	1
Course Description	1
Student Learning Outcomes	1
Required Materials.....	1
Assignments	1
Contact Info.....	1
Course Outline And Suggested Course Schedule.....	2
Grading.....	3
Policies & Procedures	4

COURSE DESCRIPTION

The course designed to introduce touch keyboarding of letter, number, and symbol keys on the computer. Introduces basic computer operation. No previous computer or typewriting experience required.

STUDENT LEARNING OUTCOMES

A successful student will be able to do the following by semester’s end:

- Demonstrate keyboarding skill on the alpha, numeric and symbol keys using the touch method of operation with proper techniques
- Identify and operate the components of a computer

REQUIRED MATERIALS

- **Textbook:** Gregg College Keyboarding (Kit 4) (Lessons1-20) by Ober, ISBN 9780077377144. Please purchase the required materials only from Saddleback College Bookstore or the bookstore across the street from Saddleback College. If you choose to purchase the required course materials from any other source, please be aware of the risk of purchasing wrong textbook and/or access code for lab materials. Neither the Publisher, nor your instructors will be able to help or issue the replacement materials.
- **Software:** GDP(included in Kit 4), Adobe Reader (free from adobe.com), and MS PowerPoint or PowerPoint viewer (free from Microsoft), a newer version of a browser
- **USB drive** (1GB is sufficient, optional)
- **The Internet:** You must have access to a functioning computer with a reliable Internet connection. 3G/4G Internet connection might be insufficient.

ASSIGNMENTS

- See the next page for the details
- **All assignments and the Final must be submitted by 11:59pm on the last day of the course. No exceptions.**

CONTACT INFO

Email: ngrigoriants@saddleback.edu

Do not hesitate to email me if you need any help. When in doubt email! Email me immediately if you experience any course related problems. I will do my best to reply next school business day. In the subject line specify semester and course, your last and first name, and assignment number followed by brief description of an issue. For example, *213A Off Proc June 12 Jones, Lee B3 cannot print*. Review presentation on email etiquette (in Blackboard). Send emails only from your school email account. Attach a file if needed. Screen shots of a problem speed up problem resolution time process. Emails that do not follow the format above and email etiquette will be rejected.

COURSE OUTLINE AND SUGGESTED COURSE SCHEDULE

Week*	Topic	Assignment	Goal
1	Understanding Basic Computer Hardware & Ergonomics File Management Concepts <ul style="list-style-type: none"> ▪ Input and output devices, processor and storage ▪ File Management ▪ Ergonomics 	Hardware Concept Review Quiz Email Etiquette Quiz	
2	Unit 1 Lessons 1-5 -- the Alphabet <ol style="list-style-type: none"> 1. Home-row keys: A S D F J K L ; Space bar Enter Backspace 2. New Keys E N T 3. New Keys O R H 4. New Keys I Left Shift 5. New Keys B U C 	Lessons 1-5 <ul style="list-style-type: none"> ▪ 1A-1J; 2A-2I; 3A-3H ▪ 4A-4H;5A-5H Lessons 1-5 Enrichment <ul style="list-style-type: none"> ▪ 1A-1C; 2A-2C; 3A-3C ▪ 4A-4C; 5A-5C 	14wpm 1'/3e
3	Unit 2 Lessons 6-10 -- the Alphabet (cont'd) <ol style="list-style-type: none"> 6. New Keys Right Shift W M 7. New Keys X P Tab 8. New Keys Q , G 9. New Keys V Y Z 10. Review 	Lessons 6-10 <ul style="list-style-type: none"> ▪ 6A-6G; 7A-7G; 8A-8H ▪ 9A-9H;10A-10I Lessons 6-10 Enrichment <ul style="list-style-type: none"> ▪ 6A-6D; 7A-7D; 8A-8C ▪ 9A-9C; 10A-10E 	19wpm 1'/3e
4	Unit 3 Lessons 11-15 -- Numbers & Symbols <ol style="list-style-type: none"> 11. New Keys – 2 9 12. New Keys 8 5 ´ 13. New Keys 4 7 : 14. New Keys 6 3 / 15. Review 	Lessons 11-15 <ul style="list-style-type: none"> ▪ 11A-11I; 12A-12G; 13A-13J ▪ 14A-14I;15A-15G Lessons 11-15 Enrichment <ul style="list-style-type: none"> ▪ 11A-11C; 12A-12C; 13A-13C ▪ 14A-14D; 15A-15D 	23wpm 2'/5e
5	Unit 4 Lessons 16-20 -- Numbers & Symbol (cont'd) <ol style="list-style-type: none"> 16. New Keys & \$ 0 17. New Keys 1 ? @ 18. New Keys % () # 19. New Keys “ ! * 20. Review 	Lessons 16-20 <ul style="list-style-type: none"> ▪ 16A-16I; 17A-17H; 18A-18H ▪ 19A-14J;20A-20G Lessons 16-20 Enrichment <ul style="list-style-type: none"> ▪ 16A-16C; 17A-17F; 18A-18E ▪ 19A-19F; 20A-20D 	28wpm 2'/5e
6	Supplementary Lesson: Ten- Key Numeric Keypad <ul style="list-style-type: none"> ▪ Ten-Key Numeric Keypad Lesson ▪ Ten-Key Numeric Keypad Lesson Enrichment ▪ Ten-Key Numeric Keypad Timed Practice 	Lesson SL <ul style="list-style-type: none"> ▪ SL-A; SL-B; SL-C; SL-D;SL-E; SL-F Lesson SL Enrichment <ul style="list-style-type: none"> ▪ SL-A; SL-B; SL-C; SL-D; SL-E Lesson SL Timed Practice <ul style="list-style-type: none"> ▪ SL-A; SL-B; SL-C; SL-D; SL-E; SL-F ▪ SL-G; SL-H; SL-I; SL-G; SL-H; SL-I ▪ SL-J; SL-K; SL-L; SL-M; SL-N 	
FINAL (Comprehensive) will be open on the last day of the course 12:01am – 11:59pm			

*Assignments are due on Sundays at 11:59pm with exception of hardware and email quizzes

- **All assignments and the final must be submitted by 11:59pm on the last day of the course**
- If the text needed for an exercise is not displayed in GDP11, it can be found in the textbook. See bottom of GDP 11 window for the text location.



GRADING

A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (0-59%)

Parts & Ergonomics Quiz	5%
Email Quiz	5%
Final (4 parts)	20% (4x5%)
*Timed Writing: 5H, 10I, 15G, 20G	20% (4x5%)
Assignments	50%

5H - Speed (wpm)**	Grade		10I - Speed (wpm)**	Grade
16, 17, 18	90, 95, 100	A	21, 22, 23	90, 95, 100
13, 14, 15	80, 85, 89	B	18, 19, 20	80, 85, 89
10, 11, 12	70, 75, 79	C	15, 16, 17	70, 75, 79
7 - 9	60, 65, 69	D	12, 13, 14	60, 65, 69
<=6	0	F	<= 11	0

15G Speed (wpm)**	Grade		Final & 20G - Speed (wpm)**	Grade
25, 26, 27	90, 95, 100	A	31, 32, 33	90, 95, 100
22, 23, 24	80, 85, 89	B	28, 29, 30	80, 85, 89
19, 20, 21	70, 75, 79	C	25, 26, 27	70, 75, 79
16, 17, 18	60, 65, 69	D	22, 23, 24	60, 65, 69
<= 15	0	F	<= 21	0


* Timed Writing and the Final are graded based on the tables above

**Adjusted speed. The GDP11 speed will be reduced by 1wpm for every 2 errors above 3.

For example, Final 28wpm with 7 errors. $7-3=4$ errors; $4/2=2$; the speed is reduced by 2wpm.

Adjusted speed: $28-2=26$ wpm. Grade: 75 (C)

POLICIES & PROCEDURES

- **I want you to succeed!** Although we do not have assigned due dates, I strongly recommend to complete at least 4 lessons per week.
- Most of the assignments will be done using GDP/11, an online integrated keyboarding system
- Please get the textbook and GDP as soon as possible. Kit sold at the bookstore contains both, the textbook and registration code for GDP system.
- GDP/11 class/section: **CIM 283B Keyboarding Classes NG/ February 2014 CIM 283B Keyboarding Ticket #21110D**
- Just to get you started I posted a quiz under Computing Concepts (on your left). Please review PowerPoint presentations before taking the quiz. The rest of the assignments are in GDP/11.
- No work will be accepted past the last day of instructions.
- No grade above a C can be earned unless a minimum of 80% assignments.
- No grade above F can be earned unless Final Examination/project is taken.
- **This course is recommended for self-disciplined students with strong time management skills.** Take a brief quiz to see if you are ready to take an online course: <http://www.saddleback.edu/de/DEquiz.html>
- The help is just an email away! Do not delay and do not hesitate, email me if you need any help.
- Students are responsible for checking their emails and Blackboard account on the regular basis.
- **Participation & Progress:** If you do not submit any assignments in two consecutive weeks, you will be dropped.
- Course outline and suggested course schedule are subject to revisions.
- **Plagiarisms:** Your assignments must be your work ONLY. Copying someone else's assignment is considered cheating and is not acceptable. Any student who violates this rule may be given a failing grade in the class. If you need help, email and get it from me. But if you turn an assignment that is a copy of someone else's, do not expect full credit for it—even if you were the person who actually did it! Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program is in violation of Saddleback College's student Code of Conduct. Please review your Student Handbook to fully understand your responsibilities within this important college policy:
<http://tinyurl.com/saddleback-handbook>
- **Computer Lab:** Computers are available in the Information Management Center (IMC) located in BGS 248. For more details go to <http://www.saddleback.edu/bsed/imc/> .
- **Pass/No Pass:** Each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. Students enrolled in this class for Pass/No Pass must receive 70% or more of the total possible points to obtain credit. If you choose a letter grade, you do not have to do anything. To elect pass/no pass, contact Admissions and Record. For more details go to <http://tinyurl.com/pass-nopass> .
- **Auditing:** Auditing classes is prohibited. Only registered students are allowed to attend classes. For more details go to <http://tinyurl.com/saddleback-auditing>
- **Withdrawals:** It is the student's responsibility to officially withdraw (drop) from the class by the appropriate dates.
- **Important deadlines:** To find important deadlines, go to <http://www.saddleback.edu/>, then →Online Education → Class Schedule → Computer Information Management →locate your course→click on Details link. Use *Click on the  to set a personal reminder for that date* feature to set reminders. Once deadline for *Drop with 'W' Grade* passes a grade has to be given.
- **Special needs:** Students with specific disabilities, who believe they need accommodations in this class, are encouraged to contact both the instructor and Special Services (DSPS) as soon as possible to ensure that such accommodations are implemented in timely fashion. DSPS is available to facilitate the accommodation process. All information will remain confidential. DSPS is located in the Student Services Center, Room 113. DSPS website: saddleback.edu/dsps/
- **Accommodations:** *This course meets the requirements set forth in the accessibility check list and universal design grid provided by Special Services. The Web pages, video presentations, text books and class materials in this course are accessible to students with disabilities.*
- **Privacy:** The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call for grade information. Your grades will be made available through the My Grades link found in Blackboard, and final course grade will be posted through MySite.