



**Course Syllabus**  
**CIM 121A - KEYBOARDING FOR COMPUTERS: BEGINNING**  
**Saddleback College, Business Science Division**

Instructor: Craig Cooper	Semester: Spring, January 16 to March 12, 2018.
Email: <a href="mailto:ccooper28@saddleback.edu">ccooper28@saddleback.edu</a>	Ticket: 15790A      Units 1.5
Office: By email or by appointment only	Day: Wednesday
Room: BGS 233	Time: 6:00 p.m. – 8:50 p.m.

**COURSE DESCRIPTION:**

This course is designed to introduce keyboarding skills and learn the operation of the alphanumeric keyboard. No previous computer or typewriting experience required.

**COURSE OBJECTIVES:**

Students completing this course satisfactorily will be able to:

1. Demonstrate keyboarding skill of the alpha, numeric, and symbol keys using touch method of operation with proper techniques.
2. Keyboard alpha characters, numeric or symbol keys at a minimum speed of 15 words per minute.
3. Students who complete the course will improve language arts skills in grammar, punctuation, and spelling.

**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.

- A new book the costs around \$158.00 at the Bookstore for the 60 lessons you need and it include the access code.
- You can buy used book on the internet, however; the books do not come with an access code. You can purchase an access code from the publisher for \$89.00.
- 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)
- If you are purchasing 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.

**Note: A used book for Word 2010 or Word 2007 is not useable for this class because we are using we are using Word 2013 for this class.**

## **ASSIGNMENT AND TESTS:**

Students need to complete units on alphabetic and alphanumeric keyboarding drills, finger dexterity drills, pace materials and timed writings. Specific assignments will be listed on CIM 121A COURSE SCHEDULE below.

## **GRADING:**

Your final grade will be based on the following:

- Completed assignments           25%
- Timed writings                   25%
- Midterm examination           25%.
- Final examination               25%  
  100%

## **POLICIES AND PROCEDURES:**

- **Attendance:** Students are expected to attend class weekly. A student may be dropped after significant absences.
- **Withdrawal:** It is the student's responsibility to withdraw from the class by the appropriate dates.
- **Important dates:**
  - ✓ First week of class begins.           Tuesday 1/16/2018
  - ✓ Add without instructor permission.   Tuesday 1/16/2018
  - ✓ Last day to add with APC.           Tuesday 1/23/18
  - ✓ Drop with refund.                   Friday 1/19/2018
  - ✓ Elect pass/no pass.                 Wednesday 1/24/2018
  - ✓ Drop without "W" grade.           Tuesday 1/23/2018
  - ✓ Drop with "W" grade.               Wednesday 2/24/2018
  - ✓ Last week of classes.               Monday 3/12/2018

## **ACADEMIC DISHONESTY:**

Plagiarism and cheating are serious offenses and may be punished by failure on the exam, paper or project; failure in the course; and or expulsion from the College. For more information refer to the "Code of Conduct" policy in the Saddleback College Student Handbook (<http://www.saddleback.edu/media/pdf/handbook.pdf>).

## **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.

**CIM 121A COURSE SCHEDULE**

Spring 2018, ticket 15790A

<b>Week</b>	<b>Date</b>	<b>Topic and in-class assignments</b>	<b>Homework due next week.</b>
1	<b>1/17/18</b>	<ul style="list-style-type: none"> <li>• Introduction of instructor and class.</li> <li>• Review syllabus.</li> <li>• In large Gregg College Keyboarding manual read page xxi to xxiii and R2 to R22.</li> <li>• On far left of screen click part 1 tab, unit 1 and do all of lessons 1 and 2 including timed writings and enrichment lessons. Note: The text for the timed writings is the Gregg book.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase books or registration code.</li> <li>• Finish in-class lessons.</li> </ul>
2	<b>1/24/18</b>	<ul style="list-style-type: none"> <li>• In part 1 tab, Unit 1 do all of lessons in 3, 4 and 5 including timed writings and enrichment lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Finish in-class lessons.</li> </ul>
3	<b>1/31/18</b>	<ul style="list-style-type: none"> <li>• In part 1 tab, Unit 2 do all of lessons in 6, 7 and 8 including timed writings and enrichment lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Finish in-class lessons.</li> </ul>
4	<b>2/7/18</b>	<ul style="list-style-type: none"> <li>• In part 1 tab, Unit 2 do all of lessons 9 and 10 including timed writings and enrichment lessons.</li> <li>• In part 1 tab, Unit 3 do all of lesson 11 including timed writing and enrichment lesson.</li> </ul>	<ul style="list-style-type: none"> <li>• Finish in-class lessons.</li> </ul>
5	<b>2/14/18</b>	<ul style="list-style-type: none"> <li>• Midterm.</li> <li>• In part 1 tab, unit 3 do all of lessons 12, 13 and 14 including timed writings and enrichment lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Finish in-class lessons.</li> </ul>
6	<b>2/21/18</b>	<ul style="list-style-type: none"> <li>• In part 1 tab, Unit 3 do all of lessons 15 and 16 including timed writings and enrichment lessons.</li> <li>• In part 1 tab, Unit 4 do all of lesson 17 including timed writings and enrichment lesson.</li> </ul>	<ul style="list-style-type: none"> <li>• Finish in-class lessons.</li> </ul>
7	<b>2/20/18</b>	<ul style="list-style-type: none"> <li>• In part 1 tab, Unit 4 do all of lessons 18, 19 and 20 including timed writings and enrichment lessons.</li> <li>• In part 1 tab, Unit 4 do all of the 10 key numeric keypad lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete in-class lessons.</li> </ul>
8	<b>3/7/18</b>	<ul style="list-style-type: none"> <li>• Final</li> </ul>	

**Your instructor reserves the right to change this schedule at any time during the semester, as needed.**