



Course Syllabus
CIM 121B - KEYBOARDING FOR COMPUTERS: INTERMEDIATE
Saddleback College, Business Science Division

Instructor: Craig Cooper	Semester: Spring, January 16 to March 12, 2018.
Email: ccooper28@saddleback.edu	Ticket: 15790D 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 builds keyboarding speed and accuracy, introduces word processing command keys and formats to produce basic tables, business letters and reports.

COURSE OBJECTIVES:

Students completing this course satisfactorily will be able to:

1. Students who complete the course will be able to pass a three minute timed writing with a speed of 21 wpm or greater.
2. Format one-page reports with special parts.
3. Demonstrate the use of word processing commands.
4. Prepare personal letters, business letters and envelopes using word processing features.

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, amazon.com or at 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 121B 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 121B COURSE SCHEDULE

Spring 2018, ticket 15790D

Week	Date	Topic and in-class assignments	Homework due next week.
1	1/17/18	<ul style="list-style-type: none"> • Introduction of instructor and class. • Review syllabus. • In large Gregg College Keyboarding book read pages 73 and 89. • On far left of screen click part 2 tab, unit 5 and do all of lessons 21, 22 and 23. Note: In small Microsoft Office Word 2013 read pages 1-26 for help on 21 and 22. 	<ul style="list-style-type: none"> • Purchase books or registration code. • Complete in-class lessons.
2	1/24/18	<ul style="list-style-type: none"> • In part 2 tab, unit 5 do all of lessons 24 and 25. • In part 2 tab, unit 6 do all of lessons 26, 27 and 29. • In part 2 tab, unit 6 open “Correspondence” 26-3 file and make the changes. 	<ul style="list-style-type: none"> • Complete in-class lessons. • In smaller Microsoft Office Word 2013 manual read p. 42-48.
3	1/31/18	<ul style="list-style-type: none"> • In part 2 tab, unit 6 do lessons 27, 28, 29 including “Correspondence” letter 27-6 and “Correspondence” memo 29-15. • In part 2 tab, unit 6 do all of lesson 28. 	<ul style="list-style-type: none"> • Complete in-class lessons. • In larger Gregg College Keyboarding book study Basic Parts of a Business Report page 111-112 and Multipage Business Reports on p. 115.
4	2/7/18	<ul style="list-style-type: none"> • Midterm test. • In part 2 tab, unit 6 do all of lesson 30. • In part 2 tab, unit 7 do all of lessons 31, 32, 33 including Business Report 31-1. • In small Microsoft Office Word 2013 read pages 49-61 for help on lessons 31 to 33. 	<ul style="list-style-type: none"> • Complete in-class lessons. • In larger Gregg College Keyboarding book read Basic Proofreading Marks p. 120 to 127.
5	2/14/18	<ul style="list-style-type: none"> • In part 2 tab, unit 7 do all of lessons 34 and 35. • In smaller Microsoft Office Word 2013 read pages 62-68 for help on lessons 34-35 	<ul style="list-style-type: none"> • Complete in-class lessons.
6	2/21/18	<ul style="list-style-type: none"> • In part 2 tab, unit 8 do all of lessons 36, 37, and 38. 	<ul style="list-style-type: none"> • Complete in-class lessons.
7	2/20/18	<ul style="list-style-type: none"> • In part 2 tab, unit 8 do lesson 39. • In small Microsoft Office Word 2013 read pages 69-83 for help on lessons 36, 37, 38, and 39. 	<ul style="list-style-type: none"> • Complete in-class lessons.
8	3/7/18	<ul style="list-style-type: none"> • Final 	

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

2/6/2018