



Course Syllabus
CIM 121C - KEYBOARDING FOR COMPUTERS: ADVANCED
Saddleback College, Business Science Division

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| Instructor: Craig Cooper | Semester: Spring, January 16 to March 12, 2018. |
| Email: ccooper28@saddleback.edu | Ticket: 15790G 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 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:

Students completing this course satisfactorily will be able to:

1. Build speed on alpha-numeric keys through the keyboarding of production, timed writings, and drills.
2. Prepare complex business letters, tables, memorandums, one and two-page reports and multiple employment documents.
3. Improve use of word processing commands in production of 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.

- 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 121C 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 121C COURSE SCHEDULE

Spring 2018, ticket 15790G

| 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 larger Gregg College Keyboarding book review pages 89, 111, 120, 123, 127 and 132. Study pages 154-157. | <ul style="list-style-type: none"> • Purchase books or registration code. |
| 2 | 1/24/18 | <ul style="list-style-type: none"> • On far left of screen click part 3 tab, unit 9 and do lessons 41A, 41B, 41C, 41-22, 42A, 42B, 42C and 42-26. | <ul style="list-style-type: none"> • Read lesson 41E and F on pages 152-153. • Read lesson 42D on page 155. |
| 3 | 1/31/18 | <ul style="list-style-type: none"> • In part 3, unit 9: • Do lessons 43A, B, C, D, E. • Do lessons 43-28. • Do lessons 44A, B, C, D. • Do lesson 44-30. • Do lesson 45A, B, C, D. • Do lesson 45-33. | <ul style="list-style-type: none"> • In Gregg College Keyboarding book read lessons 43H, 44E, 44F and 45E on pages 159-165. |
| 4 | 2/7/18 | <ul style="list-style-type: none"> • In part 3, unit 10 do lessons 46-13, 47-15 and 48-17. • In smaller Microsoft Office Word 2013 book read pages 94 to 96 for help on lesson 47. | <ul style="list-style-type: none"> • In part 3, unit 9 do lessons 45A, 45B and 45C. • In part 3, unit 10 do lessons 46A, 46B, 46C, 47A, 47B and 47C. • Review lessons 46D, 47E, 47F and 48D on pages 170-178. |
| 5 | 2/14/18 | <ul style="list-style-type: none"> • Midterm. • In part 3, unit 19 do lessons 49-19 and 50-23. | <ul style="list-style-type: none"> • In part 3, unit 10 do lessons 49A, 49B, 49C, 49D, 49E, 50A, 50B, 50C and 50D. • Review lesson 49H, 49I, 49J and 50 E, 50 F and 51E and 51F. |
| 6 | 2/21/18 | <ul style="list-style-type: none"> • In part 3, unit 11 do lessons 51-26 and 54-38. | <ul style="list-style-type: none"> • In part 3, unit 11 do lessons 51A, 51B and 51C • Read lesson 54E on page 203. |
| 7 | 2/20/18 | <ul style="list-style-type: none"> • In part 3, unit 12 do lesson 57-19 and lesson 57-31. | <ul style="list-style-type: none"> • In part 3, unit 11 do lessons 53A, 53B, 53C, 54D and 54F. • In part 3, unit 12 do lessons 57A, 57B and 57C. |
| 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.