

CLASS NUMBER AND NAME:	CM127A/B—BEGINNING KEYBOARDING INTRO TO WORD I (EVENING)
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	NONE
TEXT AND MATERIALS:	<i>College Keyboarding & Document Processing,</i> 10th Edition , Ober, Johnson, Rice, and Hanson; McGraw Hill, 2007
CLASS DESCRIPTION:	This class includes creating letters, memos, reports, and tables using Microsoft Word.
CLASS OBJECTIVE:	Develop basic keyboarding skills and apply them to formatting letters, memos, reports, and tables.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent keyboarding assignments using computer software.
METHODS OF INSTRUCTION:	Students are required to complete all assignments on schedule.
ATTENDANCE:	Since this course is a lab class, it is important for students to complete each weekly assignment on schedule. If a student doesn't stay on schedule, he or she will have to complete the class during the scheduled class in an Empire lab.
GRADING POLICIES:	All word-processed documents must be completed to a mailable level (3 or fewer errors per document).
TESTING:	A test out is available after Lesson 40. The letter, report, and table must be completed within 15 per document with 0 errors. Please ask your instructor for assistance. This must be done during a scheduled class with your scheduled Empire instructor during the first week of class.
LATE WORK OR TESTING:	There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading. All tests and timings must be completed in an Empire scheduled lab with an instructor.

CHEATING:

“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

FINAL GRADE:

The final grade will be Pass or Fail. To pass, all assignments (lessons) **MUST BE COMPLETED**. If these lessons are completed before the end of the module, please ask your instructor for a syllabus for the next class.

*****In addition, two 5-minute timings with 10 or fewer errors must be completed.

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will:

1. Demonstrate the ability to keyboard by touch using proper keyboarding techniques.
2. Demonstrate the ability to type letters, reports, tables, and memos.

CM127A/B—KEYBOARDING and INTRODUCTION TO WORD I

WORKING AT EMPIRE

If you are working in an Empire lab, click on the **GDP Version 10 icon**. Select CM127B Evening and click on new. Follow the instructions to enter your information for the first time. Wait for the **Log On** screen to appear. It will ask for the following:

FIRST NAME: Type in your **first name** (ENTER)
LAST NAME: Type in your **last name** (ENTER)
PASSWORD: Type in **your choice using up to 8 characters**
(ENTER) **Please write this somewhere in case you forget!**

NOTE: After the first day, it will only be necessary to type in your password.

WORKING FROM HOME

If you are working on this class at home, please load the software as instructed in your manual. All assignments must be completed within the attached weekly schedule and all tests and timings must be taken in an Empire computer lab during a schedule class with an instructor. Please see your instructor before beginning this process.

YOUR FIRST DAY

Click on *Lesson 1*, then double click on *A. The Home Keys*. Open your text to page 3 and begin typing!!

EXITING THE PROGRAM

To exit the program, click on **X**. (If you are in the middle of a lesson, click Lessons before you click the X.) Press **Enter or click on Yes** to exit.

TESTING OUT OF KEYBOARDING – Lesson 1-10

Click on the **Timings** sections on the left-hand side of your screen. Choose **Supplementary Timings** (these are located in the back of your book on the SB pages). Make sure that the timing matches the copy you are keyboarding. Ask your instructor for assistance.

TESTING OUT OF INTRO TO WORD I– Lessons 21-40

Ask your instructor for assistance with the TEST 2 located after lesson 40 in your book. You must complete the report, memo, and table in 15 minutes or less with zero errors to test out of the class. Please remember this must be done in an Empire scheduled lab with your scheduled instructor.

TO VIEW YOUR PROGRESS

Choose **Portfolio, OK**, to view your report. If you would like to print a report, continue with **Print Report, Print, Return** (to return to the program). Your files are saved on the network if you are working in an Empire computer lab.

ASSIGNMENT 1

Lesson 1 pg. 3—Sections A-J

TYPE EACH LINE 2 TIMES.

Section J is a timed writing. If you read the directions on the screen carefully, it will tell you whether Word Wrap is **ON or OFF**. If Word Wrap is on, do not hit enter at the end of each line. If Word Wrap is off, hit enter at the end of each line. If you are unsure, ask your instructor for assistance before you begin your timing. Keep typing the same lines until the time is up. Repeat at least once. **Keep your eyes** on the copy. **HINT:** To move to the next Lesson, click on the *Lesson 2* folder, then double click on *A. Warmup*

Lesson 2 pg. 5—Sections A-G

TYPE EACH LINE 2 TIMES

Section G Take a timing on G. Repeat at least once. It can be repeated as many times as you like.

Lesson 3 pg. 7—Sections A-G

TYPE EACH LINE 2 TIMES

Section G is a timed writing. Repeat at least once. Try to reach or exceed the goal for the timing.

Lesson 4 pg. 9—Sections A-H

TYPE EACH LINE 2 TIMES

Section H is a timed writing. Repeat at least once.

Lesson 5 pg. 11—Sections A-G

TYPE EACH LINE 2 TIMES

Section E Type line 15 only on the first timing. (**See top right of screen**) Type line 16 for the second timing and line 17 for the third timing.

Section G is a timed writing. Repeat at least once. Try to reach or exceed the goal for the timing. You can repeat the timing as many times as needed.

Lesson 6 pg. 14—Sections A-H

Section H is a timed writing. Repeat at least once. Aim for the goal.

Lesson 7 pg. 16—Sections A-H

TYPE EACH LINE 2 TIMES

HINT: Check the status line at the bottom of the screen to make sure you are typing the correct lines.

Section H is a timed writing. Repeat at least once.

Lesson 8 pg. 18—Sections A-H

TYPE EACH LINE 2 TIMES

Section H is a timed writing. Repeat at least once. Check Word Wrap.

Lesson 9 pg. 20—Sections A-K

Section K: Type each word and hit the tab key. Don't worry about matching the book.

TYPE EACH LINE 2 TIMES

Section K is a timed writing. Repeat.

Lesson 10 pg. 23 - Sections A-E

Section B Watch which lines to type for timing. The first timing will be on lines 3-5, and the second timing on lines 6-8.

Section E is a timed writing. Repeat at least once.

When you have completed this portion of the class (Lessons 1-10), please ask your instructor to view your portfolio and for instructions on the next section of this class.

SKIP LESSONS 11-25

INTRODUCTION TO WORD I—CM127B (EVENING)

ASSIGNMENT 2

You will be only doing the word processing portion of Lessons 21 to 24 using the manual (small light blue spiral book).

- Lesson 21 on page 52—Section E—Use your word processing manual
- Lesson 22 on page 54—Section E—Use your word processing manual
- Lesson 23 on page 56—Section E—Use your word processing manual
- Lesson 24 on page 58—Section H—Use your word processing manual
- Skip Lesson 25

Lesson 26 pg. 63—Section A-H

Please have your instructor explain this portion of the class to you.

Section D—Take the 3-minute timing. Repeat.

Whenever you see a reference to your word processing manual, please use the small spiral book. It will be the H section of this lesson.

Section H—Follow the instructions in your manual.

Complete and score **Report 26-1** and **SKIP REPORT 26-2**.

****HINT**** To make a **long dash** between **certain** and **ignoring**, hold down the alt and ctrl keys and tap the minus (-) on the keypad.

This should be completed with no more than 3 errors. If you have more than 3 errors, the document must be edited. From this point, all reports, tables, letters, and other correspondence must be edited to 3 or fewer errors to pass the class.

****HINT**** When you see 20--, type the current year.

Lesson 27 pg. 67—Sections A-H

Read the section on proofreading before completing **Report 27-3** and remember to edit your documents to 3 or fewer errors.

SKIP REPORT 27-4

SKIP LESSONS 28 AND 29

ASSIGNMENT 3

Lesson 30 pg. 79—Sections A-G

SKIP B: THE MAP

Section D—Take the 3-minute timing. Aim for no more than 6 errors.

Complete **Report 30-10** and **SKIP REPORT 30-9**.

Lesson 31 pg. 84—Sections A-H

You will be starting with business letters. ***Autocomplete Feature is not working for this lesson***

Complete **Correspondence 31-3** and **SKIP 31-4, and 31-5.**

The **urs** at the end of the letter stands for your initials. If it marks your initials incorrect, check the Options on the menu at the top of the page.

****HINT**** The | means press enter and start a new line.

Lesson 32 pg. 88—Sections A-H

Section G—Take the 3-minute timing.

Complete and score **Correspondence 32-6 with 3 or fewer errors.**

SKIP 32-7 and 32-8.

ASSIGNMENT 4

Lesson 33 pg. 92—Sections A-H

You will be working on envelopes and labels. Complete and score **33-9** and **33-11**

For 33-11, you need to choose, **The Office Button, Save As**. In the file name box type **Correspondence 33-11** and then select Save.

SKIP 33-10, 3-1, and 33-13.

Lesson 34 pg. 96—Sections A-E

Section D—Aim for 6 or fewer errors on one of your timings.

Complete and score **34-14 with 3 or fewer errors.** **SKIP 34-15 and 34-16.**

Lesson 35 pg. 99—Sections A-F

SKIP THE MAP (SECTION B)

Section C—Type lines 4-6 only for the base timing and lines 7-8 for the first timing.

Complete and score **35-18 with 3 or fewer errors**

SKIP 35-17 and 35-19.

Lesson 36 pg. 103—Sections A-F

Section D—Complete the 3-minute timing with no more than 6 errors.

Complete and score **36-1 and 36-2.** **SKIP 36-3 and 36-4**

****Complete a 5-minute timing with no more than 10 errors.** To do the timing, click on **Skillbuilding** on the menu bar and scroll down to **Supplementary Timings**. The Supplementary timings are located in the beige pages in the back of your book.

ASSIGNMENT 5

Lesson 37 pg. 106—Sections A-F

SKIP SECTION B.

Complete and score **37-5**.

SKIP 37-6 and 37-7.

Lesson 38 pg. 109—Sections A-F

Section B—Watch which lines to type.

Section D—is a 3-minute timing. Complete the timing with 6 or fewer errors not 4 as the text indicates.

Section F—Complete this exercise to learn how to center a table vertically and horizontally. (Check print preview to make sure it is centered.)

Complete and score **38-8**

SKIP 38-9, 38-10, and 38-11.

SKIP LESSONS 39 AND 40

ASSIGNMENT 6

**Complete a 5-minute timed writing with 10 or fewer errors.

To complete the timing, click on **Skillbuilding** on the menu bar and scroll down to Supplementary Timings. The Supplementary Timing pages are located in the beige pages in the back of your textbook starting on SB-28.

PROGRESS TEST ON PART 2

Complete the 3-minute timing with 6 or fewer errors, **Test 2-21**, **Test 2-12**, and **2-16 with 0 errors**.

Each test should be completed in 15 minutes or less with 0 errors. (Skip all sections followed by A) These tests must be done during a scheduled class with your scheduled instructor.

Open your portfolio and highlight your assignments (with 3 or fewer errors) using the form on the next page. Lessons 21-25 are not a graded assignment but each of the manual assignments should be completed. If you have too many errors, please edit your documents before submitting. If you need assistance please ask your instructor. You must meet with your instructor so you go over your assignments to receive a grade for this class.

CM127A/B—Keyboarding and Word I (Lessons 1-40)

EVENING CLASS SCHEDULE

6-Week Module	3-Week Module	Assign Number	Lessons		Graded Assignments
Week 1	Week 1	1	1-5	Keyboarding	
			6-10	Keyboarding	
			11-20 21-25	SKIP Do Manual Exercises	Practice Exercises 21-25
Week 2		2	26	A-H	26-1
			27	A-H	27-3
			28	SKIP	
	29		SKIP		
	30		A-G	30-10	
Week 3	Week 2	3	31	A-H	31-3
			32	A-H	32-6
			33	A-H	33-9 3-11
Week 4		4	34	A-E	34-14
			35	A-F	35-18
			36	A-F	36-1
Week 5	Week 3	5	37	A-F	37-5
			38	A-F	38-8
			39	SKIP	
			40	SKIP	
Week 6		6	Test 2	3-minute timing 2-21—Correspondence 2-12—Report 2-16—Table	≤ 6 errors 0 errors per document 0 errors per document 0 errors per document
Overall				Timings	Five 3-min timings ≤6 errors Two 5-min supplementary timings ≤10 errors

All tests and 5-minute timings must be completed in a scheduled Empire lab with your scheduled instructor.

GDP RECORDING AND SCORING TIPS

GREEN	GDP thinks there is a missing word. Add what is in green.
BLUE	GDP thinks there is an extra word. Take out what is in blue.
RED	GDP thinks there is something misspelled. This may include: Spelling errors: Check for words ending in 'ed', 's', 'ing', etc. Punctuation: Check capital letters, commas, etc. Spaces: GDP attaches the space after a word as part of the spelling of that word. Make sure you have the right spacing. Use the ¶ button on the toolbar in Word to see all of your 'hidden characters', which include spaces and paragraph marks.
HYPHENS	If you're getting an error with a hyphen, first check your syllabus for directions, otherwise try a different version of the hyphen: <ul style="list-style-type: none"> • Simple hyphen - press the key above the P. • Long dash — press [Ctrl] + [Alt] + [minus on the 10-key pad]
1-10 ERRORS:	You've probably done the document correctly, just check for errors in spelling, spacing, etc.
11-20 ERRORS:	Check that you've included any headers, envelopes, titles, addresses, etc.
21-50 ERRORS:	Check that you've added and removed all required material. Double check the directions on the report. Did you do the right report? (Report 26-3, not Report 26-4)
51-100 ERRORS:	Check that you finished the document; did you remember to turn the page?
101+ ERRORS:	Double check that you've typed the correct document. Make sure your book's report number matches the screen's report number. Usually this happens with the wrong timing, or the wrong lesson. Don't fret! You can still go back in and copy what you did, then paste it into the new document so you don't have to retype it.

*Remember to read all the instructions! Your syllabus has sections to skip!

GRADUATION SPEEDS

Two 5-minute timings with 10 or fewer errors, which net the speed (or better) for the major are required. Net typing speed is calculated by subtracting the number of errors from gross speed. **Timings must be completed at Empire College on two different timings and recorded by an instructor.**

Major	Evening	Accounting	Speed	Next Class
AAA		Specialized Associate Degree – Accounting	35	CM127B
ACA		Accounting With Computer Applications	35	CM127B
ACE	AEN	Accounting Essentials	40	CM127B

Computer Technology

AAT	ANN	Specialized Associate Degree – Microsoft	25	CM192A
AAC	ACN	Specialized Associate Degree – Cisco	25	CM192A
ALT		Specialized Associate Degree – Linux	25	CM192A
AIS	AIN	Specialized Associate Degree – Security	25	CM192A
NSS	NSN	Network Specialist	25	CM192A
NAA	NAN	Network Administrator	25	CM192A
CSS	CSN	Computer Support Specialist	25	CM192A

Legal

ALA	ALN	Specialized Associate Degree – Legal Office Administration	50	CM127B
LOA	LON	Legal Office Administration	50	CM127B
LCC	LCN	Legal Secretary	50	CM127B

Medical

AMA	AMN	Specialized Associate Degree – Medical Assistant	50	CM127B
MAA	MAN	Medical Administrative Assistant	50	CM127B
MCC	MNN	Medical Clinical Assistant	40	CM127B
MOT		Medical Transcription	50	CM127B
MTB	MTN	Medical Billing and Coding Technician	40	CM127B

Office Administration

ASA		Specialized Associate Degree – Administrative Assistant	50	CM127B
EOA		Executive Office Administration	50	CM127B
AOA		Administrative Assistant	40	CM127B
ABE		Accelerated Business Essentials	40	CM127B
CBB	CBN	Computerized Business Skills – Business	40	CM127B
CBV	CVN	Computerized Business Skills – Vocational	40	CM127B

Travel and Hospitality

TTT		Tourism, Hospitality, and Wine Industries—Travel Concentration	30	CM127B
TTH		Tourism, Hospitality, and Wine Industries—Sales and Marketing	30	CM127B
CTT		Tourism, Hospitality, and Wine Industries Accelerated—Travel	30	CM192A
CTH		Tourism, Hospitality, and Wine Industries Accelerated—Sales and Marketing	30	CM192A