

CLASS NUMBER AND NAME:	CM127C—INTRODUCTION TO MICROSOFT WORD II
TOTAL CLOCK HOURS:	25 HOURS—1 UNIT
PREREQUISITES:	CM127B—Introduction to Microsoft Word I
TEXT:	<i>College Keyboarding & Document Processing, 11th Edition,</i> Ober, Johnson, and Zimmerly; McGraw Hill, 2010
CLASS DESCRIPTION:	This class includes creating letters, memos, reports, bibliographies, employment documents, and tables using Microsoft Word.
CLASS OBJECTIVE:	Create complex letters, memos, reports with bibliographies and tables.
CLASS FORMAT:	This class is a lab. Lab time is spent completing assignments using computer software
METHOD OF INSTRUCTION:	Students are required to turn in all assignments (lessons) as outlined on the attached assignment sheet.
ATTENDANCE:	It is expected that each student will be in class when class begins every day. Roll will be taken at the beginning of class. Should it be necessary for a student to be late to class or to leave early, the student should notify the instructor ahead of time; it will then be up to the instructor to decide if the student will be counted as present. The instructor's decision will be final.
TESTING:	To test out of the class, the test (each section within 15 minutes and 0 errors) and the timing must be monitored by the scheduled instructor, completed in one class, and done within the first three days of the module as determined by the instructor.
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.
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.
GRADING POLICY	All word processed documents must be completed to a mailable level (3 or fewer errors per document). This is a graded class: 0-1 errors per document for an A, 2-3 errors per document for a B, and 4-5 errors per document for a C.

FINAL GRADE:

The final grade will be a letter grade. To receive a grade, all assignments (lessons) and the test **MUST BE COMPLETED**. In addition, one 5-minute timing with 10 or fewer errors must be completed.. To receive an Incomplete for this class, attendance must be 80 percent or better, more than 50 percent of the assignments must be completed according to the standards of the class, and the instructor must sign and approve the form by Wednesday on the last week of the module.

The assignments will be graded on the following scale:

- 0-1 error = A
- 2-3 errors = B
- 4-5 errors = C
- 6 errors = D
- 7 or more errors = F

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will:

1. Demonstrate the ability to type letters, reports, tables and memos from a rough draft.
2. Center a table both vertically and horizontally and format the cells.
3. Type with no more than 10 errors on a five-minute timing.
4. Use features of Word-numbering, bullets, dot leaders, and hanging indents.
5. Word process a variety of documents including those required for employment.

INSTRUCTIONS—CM127C—INTRODUCTION TO WORD II

IMPORTANT INFORMATION

BEGINNING THE CLASS Go to <https://empirecollege.gdp11.com>.

- If you have already registered in the program, login and go to **My GDP**, click on **My Info**, **Edit**, and **select the class, which matches this syllabus, CM127C**.
- Click **Save Settings**. Return to lessons and begin with Lesson 41 (Page 151).
- The software, book, and this outline work together to guide you through the class.
- Please read all instructions on the screen and in the book carefully.

GOAL OF THE CLASS

- The goal of the class is to use the correct fingering without looking at the keys and to strive for accuracy during that process.
- **Paced Practices** only need to be repeated 2 times before moving on in the program. To do that, go to Lessons and move to the next letter.

EXITING THE PROGRAM

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

5-MINUTE TIMED WRITINGS AND GRAD SPEED

- Click on the **Timed Writing** section on the top of your screen.
- Scroll down to **Supplementary Timings** (the last listings that are located in the back of your book starting on page SB-26). Make sure that the timing matches the copy you are keyboarding.
- If you reach your grad speed on two timings (five-minute timings with 10 or fewer errors subtracted from the speed) please have your instructor view your speed on the screen before closing. This must be done in a scheduled computer lab with a scheduled instructor to receive credit. Your instructor must know you are working on this as he or she must verify the speed on your screen. Please ask your instructor for assistance.

VIEWING YOUR PROGRESS

- Select My GDP and view your **Portfolio**.

CM127C—Introduction to Word II (Lessons 41-60)

This is a graded class: 0-1 error per document for an A, 2-3 errors per document for a B, and 4-5 errors per document for a C.

5-Week Schedule

Week 1	Lesson 41	<p>Page 151—Sections A-F—Personal Titles and Complimentary Closings</p> <p>SKIP B AND C</p> <p>Complete 41-22 and 41-23.</p>
	Lesson 42	<p>Page 154—Sections A-D—Personal Business Letters</p> <p>Section C—3-minute timing. Repeat the timing until you have 6 or fewer errors.</p> <p>Complete 42-24 and 42-25.</p> <p>SKIP 42-26</p>
	Lesson 43	<p>Page 158—Sections A-H—Memos and E-mail with Lists</p> <p>SKIP B</p> <p>Complete 43-27 and 43-28.</p> <p>SKIP 43-29</p>
	Lesson 44	<p>Page 161—Sections A-H—Letters and E-mail with Copy Notations</p> <p>SKIP B</p> <p>Section D—3-minute timing Repeat until 6 or fewer errors.</p> <p>Section H—Use your word processing manual</p> <p>Complete 44-30 and 44-31.</p>
	Lesson 45	<p>Page 164—Sections A-F—Modified-Block Letters</p> <p>SKIP C</p> <p>Section F—Use your word processing manual</p> <p>Complete 45-32 and 45-33.</p> <p>SKIP 45-34</p>
Week 2	Lesson 46	<p>Page 169—Sections A-E—Bound Reports with Footers</p> <p>Section C—3-minute timing. Repeat the timing until you have 6 or fewer errors.</p> <p>Section E—Use your word processing manual</p> <p>Complete 46-13 and 46-14.</p>
	Lesson 47	<p>Page 173—Sections A-G—Reports APA Style</p> <p>SKIP B AND C</p> <p>Section G—Use your word processing manual</p> <p>Complete 47-15 and 47-16.</p>
	Lesson 48	<p>Page 177—Sections A-D—Reports MLA Style</p> <p>SKIP B</p> <p>Section C—3-minute timing. Repeat the timing until you have 6 or fewer errors.</p> <p>Complete 48-17 and 48-18.</p>
	Lesson 49	<p>Page 180—Sections A-K—Report Citations</p> <p>SKIP B</p>

Week 3	Lesson 50	<p>Page 185—Sections A-G—Preliminary Report Pages</p> <p><u>Section D</u>—3-minute timing. You must have no more than 6 errors.</p> <p><u>Section G</u>—Use your word processing manual</p> <p>Complete 50-22, 50-23, and 50-24. <u>SKIP 50-25</u></p>
	Lesson 51	<p>Page 192—Sections A-G—Resumes</p> <p><u>SKIP B AND C</u></p> <p><u>Section G</u>—Use your word processing manual</p> <p>Complete 51-26 and 51-27.</p>
	Lesson 52	<p>Page 196— Sections A-D—Letters of Application</p> <p><u>Section C</u>—5-minute timing. Complete a 5-minute timing with 10 or fewer errors.</p> <p>Complete 52-35, 52-36, and 52-37.</p>
	Lesson 53	<p>Page 199—Sections A-G—Interview Communications</p> <p><u>SKIP B</u></p> <p>Complete 53-28 and 53-17.</p>
Week 4	Lesson 54	<p>Page 202—Sections A-E—Follow-Up Letters</p> <p><u>SKIP B</u></p> <p>Complete Correspondence 54-39 and 54-40</p> <p><u>SKIP 54-38</u></p>
	Lesson 55	<p>Page 205—Sections A-D—Integrated Employment</p> <p><u>SKIP C</u></p> <p>Complete 55-30, 55-43, and 55-44. <u>SKIP 55-29, 55-41, and 55-42.</u></p>
	Lesson 56	<p>Page 210—Sections A-C—In-Basket Review—Insurance</p> <p><u>Section C</u>—5-minute timing. Complete a 5-minute timing with 10 or fewer errors.</p> <p>Complete 56-45, 56-46, and 56-18.</p>
	Lesson 57	<p>Page 214—Sections A-D—In-Basket Review—Hospitality</p> <p><u>SKIP B AND C</u></p> <p>Complete 57-19 and 57-31. <u>SKIP 57-47</u></p> <p><u>Section K</u>—Use your word processing manual Complete 49-19, 49-20, and 49-21.</p>

Week 5	Lesson 58	Page 218—Sections A-C—In-Basket Review—Retail SKIP B Section C—5-minute timing Complete a 5-minute timing with 10 or fewer errors. Complete 58-48 and 58-49. SKIP 58-20
	Lesson 59	Page 221—Sections A-G—In-Basket Review—Nonprofit SKIP B Complete 59-21. SKIP 59-32
	Lesson 60	Page 225—Sections A-D—In-Basket Review—Manufacturing Section F—5-minute timing. Take a 5-minute timings with 10 or fewer errors. Complete 60-50, 60-22 and 60-51. SKIP 60-52
	PROGRESS TEST ON PART 3	
Complete the 5-Minute Timed Writing with 10 or fewer errors and Test 3-53, Test 3-54, and 3-33. Do not complete the Alternate portion. Complete each test with 0 errors.		
Week 5	HAVE YOU COMPLETED?	
	You have finished <i>Intro to Word II</i> if you have: <ol style="list-style-type: none"> 1. Completed all of the assignments listed in the syllabus to the standards designated in the class. 2. Completed the 5-minute timing with 10 or fewer errors. 3. Completed Test 3 with 0 errors. <p>When you have completed all of the assignments and the tests, print a portfolio and highlight your lowest errors for each of the assignments on the attached list to check for grading. Submit this to your instructor to double check for grading.</p> <p>If you have more than 3 errors, you must edit your documents before you can complete the class.</p>	

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	<p>GDP thinks there is something misspelled. This may include:</p> <p>Spelling errors: Check for words ending in ‘ed’, ‘s’, ‘ing’, etc.</p> <p>Punctuation: Check capital letters, commas, etc.</p> <p>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.</p>
HYPHENS	<p>If you’re getting an error with a hyphen, first check your syllabus for directions, otherwise try a different version of the hyphen:</p> <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!**

Testing Out in GDP

To test out of GDP you must complete the test at the end of the course outline in one day **during your scheduled computer lab class with your scheduled instructor present**. The instructor will let you know if you are eligible to test out of the course. The instructor must initial the start time and date of the test and the ending time and date of the test. This must be done within the first three days of the module.

CM127B	Test 2	3-minute timing 2-21, 2-12, and 2-16
CM127C	Test 3	5-minute timing 3-53, 3-54, and 3-33
CM144A	Test 4	5-minute timing 4-76, 4-77, and 4-41 and the Mail Merge assignment
CM144B	Test 5	5-minute timing 5-98, 5-54, and 5-74

- Each assignment must be done without help within 15 minutes and 0 errors. (The program will track your time.)
- 5-minute timings must have 10 or fewer errors.
- 3-minute timings must have 6 or fewer errors.
- To test out of the class, your test must be monitored and initialed by your scheduled computer lab instructor.

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	AAN	Specialized Associate Degree – Accounting	35	CM127B
ACA	ACN	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	ALN	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
AHA	AHN	Specialized Associate Degree – Health Information Concentration	50	CM127B
APA	APN	Specialized Associate Degree – Phlebotomy Concentration	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	ASN	Specialized Associate Degree – Administrative Assistant	50	CM127B
EOA	EON	Executive Office Administration	50	CM127B
AOA	AON	Administrative Assistant	40	CM127B
ABE	ABN	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

Name: _____ Date: _____ Instructor's Signature: _____ Room: _____

CM127C—Introduction to Word II (Lessons 41-60)

This is a graded class: 0-1 error per document for an A, 2-3 errors for a B, and 4-5 errors for a C.

Evening Schedule					Errors	Signature	Date
6 week	3 week						
Week 1	Week 1	41	A-F	41-22 41-23—Titles and Closings			
		42	A-D	42-24 42-25—Personal Business Letters			
		43	A-H	43-27 43-28—Memos and Email			
		44	A-H	44-30 44-31—Letters and Email			
Week 2		45	A-F	45-32 45-33—Letters			
		46	A-E	46-13 46-14—Business Reports			
		47	A-G	47-15 47-16—Reports APA Style			
		48	A-D	48-17 48-18—Reports MLA Style			
Week 3	Week 2	49	A-K	49-19 49-20 49-21—Report Citations			
		50	A-G	50-22 50-23 50-24—Title Page/Table of Contents			
		51	A-G	51-26 51-27—Resumes			
		52	A-D	52-35 52-36 52-37—Letters of Application			
Week 4		53	A-G	53-28 53-17—Interview Communication			
		54	A-E	54-39 54-40—Follow-Up Letters			
		55	A-D	55-30 55-43 55-44—Integrated Employment			
		56	A-D	56-45 56-46 56-18—Insurance Documents			
Week 5	Week 3	57	A-D	57-19 57-31—Hospitality			
		58	A-C	58-48 58-49—Retail			
		59	A-G	59-21—Nonprofit			
		60	A-D	60-50 60-22 60-51—Manufacturing			
Week 6		Test 3		5-Minute Timed Writing 3-53—Correspondence 3-54—Correspondence 3-33—Report	≤ 10 errors 0 errors 0 errors 0 errors		
		Timings		Five 3-min timings Two 5-min timings	≤ 6 errors ≤ 10 errors		