

CLASS NUMBER AND NAME:	<b>CM127C—INTRODUCTION TO MICROSOFT WORD II</b>
TOTAL CLOCK HOURS:	24 HOURS—1 UNIT
PREREQUISITES:	CM127B—Introduction to Microsoft Word I
TEXT:	<i>College Keyboarding &amp; 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. In addition, the grader must view your portfolio online for accuracy and authenticity.
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 receive a failing grade for the class. The school’s Code of Conduct and Cheating Policy will be enforced.

## GRADING POLICY

All word processed documents must be completed to 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 the timing number 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 AND SCORING WORD PROCESSING DOCUMENTS**

- Select My GDP to view your Portfolio. **Your instructor will be signing, dating, and recording your errors for all of your word processing documents**. Please see attached check-off sheet. This page must be completed and submitted to your instructor to receive a Pass in this class. In addition, the grader must review your portfolio online for completion of all assignments and to verify the authenticity of the work before a grade will be issued.

# INSTRUCTIONS FOR CREATING, SAVING, and SUBMITTING WORD PROCESSING DOCUMENTS

## TO BEGIN AN ASSIGNMENT

- Click the **START WORK** button under Step 1
- Click **OPEN**
- Type the assignment from the textbook
- Click on **Office Button** on the top left corner of screen
- Click on **Save As**
- Click on **My Computer** in the **Look In** panel on the left.
- In the right panel, Click on your Flash Drive (it will be **D:\** if you are at Empire)
- Type the file name **exactly as it is listed in the lesson** (for example 26-3) in the filename box at the bottom of the screen
- Click **SAVE** (the file name will appear at the top of the document as well as on the Status Bar below).

## TO SUBMIT WORK

- Return to the GDP program using the **GDP11e** button at the bottom of the page on the status bar
- Click the **Browse** button under Step 2
- Locate the file that you just saved on your USB Flash Drive
- Click **My Computer** in the **Look In** panel
- In the right panel, Click on your Flash Drive (it will be **D:\** if you are at Empire)
- Browse to locate your file and Click
- Click **Submit** under Step 3
- The document will score and show you the errors that need to be corrected
- If you have less than 3 errors, you may continue with the next assignment but remember it is a good practice to identify your errors and fix them
- To close and return to the edit button, click the **X** in the upper right hand corner

## TO CORRECT ERRORS AND RESCORE A DOCUMENT

- To correct your errors, return to Step 1 and click **EDIT** (or Click on the name of the file that you just saved on the Status Bar)
- Make your corrections and resave the document with the same file name. It should ask you if you want to replace the old one, and you should Click **Yes**.
- To resave your work, click the blue disk (**Save Button**) on the ribbon at the top of the page on the status bar
- Click the **Browse** button under Step 2
- Locate the file that you just saved on your USB Flash Drive

## 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

<b>Week 1</b>	Lesson 41	<p>Page 151—Sections A-F—Personal Titles and Complimentary Closings</p> <p><b>SKIP B AND C</b></p> <p>Complete 41-22 and 41-23.</p>
	Lesson 42	<p>Page 154—Sections A-D—Personal Business Letters</p> <p><b>Section C</b>—3-minute timing. Repeat the timing until you have 6 or fewer errors.</p> <p>Complete 42-24 and 42-25.</p> <p><b>SKIP 42-26</b></p>
	Lesson 43	<p>Page 158—Sections A-H—Memos and E-mail with Lists</p> <p><b>SKIP B</b></p> <p>Complete 43-27 and 43-28.</p> <p><b>SKIP 43-29</b></p>
	Lesson 44	<p>Page 161—Sections A-H—Letters and E-mail with Copy Notations</p> <p><b>SKIP B</b></p> <p><b>Section D</b>—3-minute timing Repeat until 6 or fewer errors.</p> <p><b>Section H</b>—Use your word processing manual</p> <p>Complete 44-30 and 44-31.</p>
<b>Week 2</b>	Lesson 45	<p>Page 164—Sections A-F—Modified-Block Letters</p> <p><b>SKIP C</b></p> <p><b>Section F</b>—Use your word processing manual</p> <p>Complete 45-32 and 45-33.</p> <p><b>SKIP 45-34</b></p>
	Lesson 46	<p>Page 169—Sections A-E—Bound Reports with Footers</p> <p><b>Section C</b>—3-minute timing. Repeat the timing until you have 6 or fewer errors.</p> <p><b>Section E</b>—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><b>SKIP B AND C</b></p> <p><b>Section G</b>—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><b>SKIP B</b></p> <p><b>Section C</b>—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><b>SKIP B</b> — Complete Section K using your word processing manual.</p> <p><b>Complete 49-19, 49-20, and 49-21</b> — On 49-19 “Corpoamerica” needs to be italicized.</p>

<b>Week 3</b>	Lesson 50	<p>Page 185—Sections A-G—Preliminary Report Pages</p> <p><u>Section D</u>—3-minute timing. You must have <b>no more than 6 errors</b>.</p> <p><u>Section G</u>—Use your word processing manual</p> <p>Complete 50-22, 50-23, and 50-24. <b>SKIP 50-25</b></p>
	Lesson 51	<p>Page 192—Sections A-G—Resumes</p> <p><b>SKIP B AND C</b></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><b>SKIP B</b></p> <p>Complete 53-28 and 53-17.</p>
<b>Week 4</b>	Lesson 54	<p>Page 202—Sections A-E—Follow-Up Letters</p> <p><b>SKIP B</b></p> <p>Complete Correspondence 54-39 and 54-40</p> <p><b>SKIP 54-38</b></p>
	Lesson 55	<p>Page 205—Sections A-D—Integrated Employment</p> <p><b>SKIP C</b></p> <p>Complete 55-30, 55-43, and 55-44. <b>SKIP 55-29, 55-41, and 55-42.</b></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><b>SKIP B AND C</b></p> <p>Complete 57-19 and 57-31. <b>SKIP 57-47</b></p>
<b>Week 5</b>	Lesson 58	<p>Page 218—Sections A-C—In-Basket Review—Retail</p> <p><b>SKIP B</b></p> <p><u>Section C</u>—5-minute timing Complete a 5-minute timing with 10 or fewer errors.</p> <p>Complete 58-48 and 58-49. <b>SKIP 58-20</b></p>
	Lesson 59	<p>Page 221—Sections A-G <b>SKIP B</b>—In-Basket Review—Nonprofit</p> <p>Complete 59-21. Note: If you key A followed by a period, automatic numbering will become active. To avoid this, key A Castillo (without the period) followed by the last name, and A Owens (without the period). After you have completed the last name, go back and insert the period after A. This should disable the automatic feature. <b>SKIP 59-32</b></p>

<b>Week 5</b>	<b>Lesson 60</b>	<p><b>Page 225—Sections A-D—In-Basket Review—Manufacturing</b></p> <p><b>Section F—5-minute timing.</b> Take a 5-minute timings with 10 or fewer errors.</p> <p>Complete <b>60-50, 60-22</b> and <b>60-51</b>.</p> <p><b>SKIP 60-52</b></p>
	<b>PROGRESS TEST ON PART 3</b>	
	<p>Complete the 5-Minute Timed Writing with 10 or fewer errors and <b>Test 3-53, Test 3-54, and 3-33. Do not complete the Alternate portion.</b></p> <p><b>Complete each test with 0 errors.</b></p>	
<b>HAVE YOU COMPLETED?</b>		
<p>You have finished <i>Intro to Word II</i> if you have:</p> <ol style="list-style-type: none"> <li>1. Completed all of the assignments listed in the syllabus to the standards designated in the class.</li> <li>2. Completed the 5-minute timing with 10 or fewer errors.</li> <li>3. Completed Test 3 with 0 errors.</li> </ol> <p><b>When you have completed all of the assignments, the test, and your instructor has signed your check-off sheet for all of your word processing documents, timings, and tests, submit this to your instructor to double check for grading.</b></p>		

# GDP RECORDING AND SCORING TIPS

<b>GREEN</b>	GDP thinks there is a missing word. Add what is in green.
<b>BLUE</b>	GDP thinks there is an extra word. Take out what is in blue.
<b>RED</b>	<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>
<b>HYPHENS</b>	<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"> <li>•        Simple hyphen - press the key above the P.</li> <li>•        Long dash — press [Ctrl] + [Alt] + [minus on the 10-key pad]</li> </ul>
<b>TO CORRECT ERRORS</b>	<ul style="list-style-type: none"> <li>• <b>Page Numbering</b>—In exercises where there is to be a Page Number inserted, it needs to be done as follows: <u>Insert</u>, <u>Page Number</u>, <u>Top of Page</u>, select <u>format 3</u> (right aligned on top), then click on <u>Different First Page</u>.</li> <li>• <b>Table Borders</b>—In exercises where the table needs to have certain borders, even when the student seems to have done it correctly, GDP marks it wrong. Select the entire table, remove all the borders, and then insert borders one by one.</li> <li>• <b>Font Size</b>—There are a number of lessons working with tables that require the formatting to have 12 point font for the content of the table and 14 point font for the heading of the table. Select the entire table, apply 12 point font to the entire table, and then select the heading and apply 14 point font.</li> <li>• <b>Memos</b>—Lessons involving Memos should have all the side headings (i.e. Memo, Subject, etc) in BOLD, <i>including</i> the colon.</li> <li>• <b>Reports</b>—Reports with side headings under major headings need to be in BOLD, INCLUDING the Period that follows.</li> </ul>

**\*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 monitored by your scheduled instructor present**. Each test must be completed within 15 minutes with zero errors.

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- The instructor must initial the start time, date of the test, and the ending time of each portion of the test. Each test must be completed within 15 minutes with zero errors; the software will track your time and errors.
  - This must be completed within the first week of the module.
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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
CM144B	Test 5—5-minute timing 5-98, 5-54, and 5-74 Test 6 6-17, 6-98 and 6-99

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- Each assignment must be completed without help within 15 minutes and 0 errors. (The program will track your time and errors.)
  - 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 and each test must be completed within 15 minutes with zero errors.
  - The GDP software has a dishonesty detection system so using another student's work can be detected by the grader. Both or all students will receive a failing grade for the class if this occurs.
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# 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 in a computer lab and recorded by an instructor.**

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

## Computer Technology

AAT/AYA	ANN/AYN	Specialized Associate Degree – Microsoft	25	CM192A
AAC/AWA	CAN/AWN	Specialized Associate Degree – Cisco	25	CM192A
ALT/AXA	LLN/AXN	Specialized Associate Degree – Linux	25	CM192A
AIS/AZA	AIN/AZN	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	45	CM127B
LOA	LON	Legal Office Administration	50	CM127B
LCC	LCN	Legal Secretary	50	CM127B

## Medical

AMA	AMN	Specialized Associate Degree – Medical Assistant	40	CM127B
AHA	AHN	Specialized Associate Degree – Health Information Concentration	40	CM127B
APA	APN	Specialized Associate Degree – Phlebotomy Concentration	40	CM127B
MAA	MAN	Medical Administrative Assistant	40	CM127B
MCC	MNN	Medical Clinical Assistant	30	CM127B
MTB	MTN	Medical Billing and Coding Technician	30	CM127B

## Office Administration

ASA	ASN	Specialized Associate Degree – Administrative Assistant	50	CM127B
AFA		Specialized Associate Degree- Guest Services	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

## Travel and Hospitality

AFA		Specialized Associate Degree- Guest Services	50	CM127B
TTH		Tourism, Hospitality, and Wine Industries	30	CM127B
CTH		Tourism, Hospitality, and Wine Industries Accelerated	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
<b>6 week</b>	<b>3 week</b>						
<b>Week 1</b>	<b>Week 1</b>	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			
<b>Week 2</b>		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			
<b>Week 3</b>	<b>Week 2</b>	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			
<b>Week 4</b>		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			
<b>Week 5</b>	<b>Week 3</b>	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			
<b>Week 6</b>		Test 3		5-Minute Timed Writing 3-53—Correspondence 3-54—Correspondence 3-33—Report	≤ 10 errors 0 errors 0 errors 0 errors		
		Timings		<b>Five</b> 3-min timings <b>Two</b> 5-min timings	≤ 6 errors ≤ 10 errors		

Please submit and review this sheet with your scheduled instructor. A final grade will only be issued after all assigned work has been successfully completed and reviewed by your instructor and the grader for authenticity. This may take a few days.