

CLASS NUMBER AND NAME:	CM127T/CM192A—(Technical Evening) BEGINNING KEYBOARDING and MICROSOFT OFFICE PROFESSIONAL: An Overview of Word and Excel
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	NONE
TEXT AND MATERIALS:	<i>College Keyboarding & Document Processing</i> , 10 th Edition, Ober, Johnson, Rice, and Hanson; McGraw Hill, 2007 Microsoft Office 2010. <i>GO! Office 2010 Volume 1</i> . Gaskin, Ferrett. Pearson 2011. USB flash drive and headphones
CLASS DESCRIPTION:	This class includes basic skill development and proper keyboarding techniques as well as an introduction to Word and Excel.
CLASS OBJECTIVE:	To become familiar with the keyboard and learn to keyboard by touch and to learn Word and Excel.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent completing assignments using computer software.
METHODS OF INSTRUCTION:	Students are required to complete all the assignments.
ATTENDANCE:	Since this course is a lab class, it is important for students to come to class every day.
GRADING POLICIES:	The work will be evaluated according to the specified requirements of the assignment. Grades will be based on the following percentages: 100-90 A 80-89 B 70-79 C 60-69 D 59 and below F

TESTING:

If a student already knows the keyboard and is fast and accurate, a test out is available. To receive test-out credit for CM127T, a student must complete two 5-minute timings with 10 or fewer errors that net the grad speed for his or her course of study. Test out credit will then be given for the course. To receive test-out credit for CM192A, a student must complete the final projects with 90 percent or better scores. Test out credit will then be given.

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.

FINAL GRADE:

The final grade will be Pass or Fail for CM127T. To pass, all 10 assignments (lessons) **MUST BE COMPLETED**.

The grade for CM192A will be based upon the graded classroom exercise assignments (75%) and the final (25%).

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will:

1. Demonstrate the ability to keyboard by touch using proper keyboarding techniques.
2. Be able to keyboard with no more than 5 errors on a two-minute timed writing.
3. Be introduced to the basics of Microsoft Word.
4. Be introduced to the basics of Excel.

INSTRUCTIONS

CM127T—KEYBOARDING

Click on the **GDP Version 10 icon**. Select CM127A 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.

YOUR FIRST DAY

1. Click on *Help*
2. Click on *Program Overview* and read through all the information about the program.
3. When you finish reading, click on the **X** to close Help.
4. 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

Click on the **Timed Writing** section on the top of your screen. Choose **Supplementary Timings** (ask your instructor for copies of these timings). Make sure that the timing matches the copy you are keyboarding. Ask your instructor for assistance.

TO VIEW YOUR PROGRESS, DO THE FOLLOWING:

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.

Please use the attached evening schedule (the last page of this syllabus) to determine your weekly assignments for this class.

CM127T—Keyboarding

Lesson 1 pg. 3 - Sections A-J

TYPE EACH LINE 2 TIMES.

Section J is a timed writing. Do not hit enter at the end of each line. 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.

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.

Lesson 6 pg. 14 - Sections A-H

Section H is a timed writing. Repeat at least once. Aim for the speed 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 F: Type each word and hit the tab key. Don't worry about matching the spacing in the book.

TYPE EACH LINE 2 TIMES

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

Lesson 10 pg. 23 - Sections A-E

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

TYPE EACH LINE 2 TIMES

Section E is a timed writing. Repeat.

If you have completed the first ten lessons, please show your instructor your portfolio before you begin the Office portion of this class.

Microsoft Word and Excel 2010

INSTRUCTIONS FOR DOWNLOADING FILES FOR TEXTBOOK ASSIGNMENTS

Create a folder on your flash drive called MyITLab.

Open the Internet Explorer and enter the URL address: www.pearsonhighered.com/go

Choose GO with Microsoft Office 2010, Volume 1

Student Data Files

Save

Navigate to your folder you created on your flash drive

Save

Open the folder on your flash drive.

Open the folder with the zipper and navigate to the chapter folders to unzip the files.

Do not delete your assignments until you have completed your classes at Empire College. Some of the files will be used for other computer courses and some of the files will be used for your portfolio at the end of your program.

Welcome to MyItLab!

MyItLab is a dynamic, interactive eLearning program. Your instructor has requested that you have access to this online program.

To access your MyItLab online course for the first time, you will need to register and log in. Whenever you want to use MyItLab after that, you just need to log in. You can do both from the same starting point, at www.MyITLab.com.

TO REGISTER FOR MYITLAB

To register, you will need a student access code and a course ID (provided by your instructor). If you purchased a new textbook, it should have come with a Student Access kit that contains a code you can use to register.

Course ID: CRSABWF-821769

Course Name: CM192A Word/Excel 2010

1. Start Internet Explorer and go to www.MyITLab.com. Click the Student button, under Register.
2. Select “Yes, I have an access code.”
3. Agree to the License Agreement and terms by clicking I Accept.
4. On the Access Information page, you will be asked if you have a Pearson Education account. If Yes, enter the existing login name and password.
5. If you do not have an account, click the No option, and enter your desired login name and password.
Re-type your password.

For your login name, please use your first and last name all lowercase no spaces and your student id for your password.

Login name: _____
Password: _____

6. Enter your Access Code from the MyITLab Student Access Kit.
7. On the Account Information page, enter your first and last name and email.
8. In the School Location section, select your country and enter your school’s ZIP or postal code.
Select your school from the list.
9. Select a Security Question and enter the answer. Click Next.
10. A Confirmation and Summary page displays, indicating your registration is successful! This information will also be emailed to you.

11. Click Log in Now to log into MyITLab.
12. On the My Courses page, click Enroll in a Course and type the Course ID provided to you by your instructor—it will be: CRSABWF-821769.
13. On the Confirm Course page verify the course and instructor are correct. Click Submit and then Enter Course Now.

TO LOG INTO MYITLAB

1. Go www.MyITLab.com
2. Enter the personal user name and password you just created and click Log In.
Click the Course Name to enter your course.

NEED MORE HELP?

Additional help can be found on www.MyITLab.com on the Support Tab under Student Support.

ONE-STEP INSTALLER AND LAUNCH TOOL FOR HOME USE

Use this link if you working on your home computer:

http://www.myitlab.com/Home_Computer_Set-Up

WEEK 3—ASSIGNMENT 1—Word Chapter 1

The textbook assumes you are using Windows 7. You are using Windows XP in the school computer labs. Some of the examples in the text might be slightly different from your screen.

Complete Word Chapter 1 projects below on pages 49-83 from the textbook using MS Word 2010 and the files downloaded from www.pearsonhighered.com/go. The instructions for downloading are on page 6 of the syllabus. When you have completed the textbook projects below, send the completed projects to the grader using the instructions on page 12 of the syllabus.

- Project 1A **Flyer**, pages 49-65.
- Project 1B **Information Handout**, pages. 66-83.

Complete Word Chapter 1 graded assignments. Instructions for using the MyITLab grader are listed at the link below. The instructions are on pages 7-8 of the syllabus.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 3—ASSIGNMENT 2—Word Chapter 2

Complete Word Chapter 2 assignments below on pages 105-139 from the textbook using MS Word 2010 and the files downloaded from www.pearsonhighered.com/go. The instructions are on page 6 of the syllabus.

- Project 2A **Resume**, pages 106-118.
- Project 2B **Cover Letter and Resume**, pages 119-139.

Complete Word Chapter 2 graded assignments. Instructions for using the MyITLab grader are listed at the link below. The instructions are on pages 7-8 of the syllabus.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB_STUDENT_GRADER_INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 4—ASSIGNMENT 3—Word Chapter 3

Complete Word Chapter 3 assignments below on pages 163-195 from the textbook using MS Word 2010 and the files downloaded from www.pearsonhighered.com/go. The instructions are on page 6 of the syllabus.

- ❑ Project 3A **Research Paper**, pages 164-179.
- ❑ Project 3B **Newsletter with Mailing Labels**, pages 180-195.

Complete Word Chapter 3 graded assignments. Instructions for using the MyITLab grader are listed at the link below. The instructions are on pages 7-8 of the syllabus.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- ❑ Submit electronically: **Graded Homework Assignment**
- ❑ Submit electronically: **Graded Assessment Assignment**

WEEK 4—ASSIGNMENT 4—Excel Chapter 1

Complete Excel Chapter 1 assignments below on pages 226-267 from the textbook using MS Excel 2010 and the files downloaded from www.pearsonhighered.com/go. The instructions are on page 6 of the syllabus.

- ❑ Project 1A **Sales Report with Embedded Column Chart and Sparklines**, pages 226-251.
- ❑ Project 1B **Inventory Valuation**, pages 252-267.

Complete Excel Chapter 1 graded assignments. Instructions for using the MyITLab grader are listed at the link below. The instructions are on pages 7-8 of the syllabus.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- ❑ Submit electronically: **Graded Homework Assignment**
- ❑ Submit electronically: **Graded Assessment Assignment**

WEEK 4—ASSIGNMENT 5—Excel Chapter 2

Complete Excel Chapter 2 assignments below on pages 291-331 from the textbook using MS Excel 2010 and the files downloaded from www.pearsonhighered.com/go. The instructions are on page 6 of the syllabus.

- Project 2A **Inventory Status Report**, pages 292-312.
- Project 2B **Weekly Sales Summary**, pages 313-331.

Complete Excel Chapter 2 graded assignments. Instructions for using the MyITLab grader are listed at the link below. The instructions are on pages 7-8 of the syllabus.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 5—ASSIGNMENT 5—Excel Chapter 3

Complete Excel Chapter 3 assignments below on pages 353-389 from the textbook using MS Excel 2010 and the files downloaded from www.pearsonhighered.com/go. The instructions are on page 6 of the syllabus.

- Project 3A **Budget Pie Chart**, pages 354-369.
- Project 3B **Growth Projection with Line Chart**, pages 370-389.

Complete Excel Chapter 3 graded assignments. Instructions for using the MyITLab grader are listed at the link below. The instructions are on pages 7-8 of the syllabus.

[HTTP://WWW.MYITLAB.COM/ASSETS/PDF/MYITLAB STUDENT GRADER INSTRUCTIONS.PDF](http://www.myitlab.com/assets/pdf/myitlab_student_grader_instructions.pdf)

- Submit electronically: **Graded Homework Assignment**
- Submit electronically: **Graded Assessment Assignment**

WEEK 5—FINAL

Complete the following assignments for your final using MyItLab at www.myitlab.com. The instructions are on page 6 of the syllabus.

- Word Chapter 1**
- Word Chapter 2**
- Word Chapter 3**
- Excel Chapter 1**
- Excel Chapter 2**
- Excel Chapter 3**

Submitting Documents for Grading by Email

Email address:	CM192A@empirecollege.com
Attach:	<p>Attach all documents for each assignment number to an email sent to CM192A@empirecollege.com.</p> <ul style="list-style-type: none">•
Subject Line:	<p>The email subject line should include</p> <ul style="list-style-type: none">• Your first and last name• Chapter number• Assignment number you're submitting <p>Example: Jane Doe-Chapter 1-Assignment 1</p>
Body of Email:	<p>The body of the email must list all documents attached for grading.</p> <p>There should be one email per chapter with all of the documents attached as listed in the syllabus.</p>

Evening Syllabus Addendum CM127T/CM192A Evening Schedule

Evening Schedule Six-Week Module		Evening Schedule Three-Week Module	
One	Lessons 1-5 Keyboarding	Week 1	1-10 Lessons in Keyboarding
Two	Lessons 6-10 Keyboarding		
Three	Word 1 and 2	Week 2	Word 1, 2, and 3
Four	Word 3 Excel 1		
Five	Excel 2 and 3	Week 3	Excel 1, 2, and 3 Final
Six	Final		