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| CLASS NUMBER AND NAME: | CM144A—BEGINNING MS WORD FOR WINDOWS I |
| TOTAL HOURS/UNITS: | 25 HOURS—1 UNIT |
| PREREQUISITE: | CM127C—Introduction to Microsoft Word II |
| TEXT AND MATERIALS: | <i>College Keyboarding & Document Processing, 11th Edition</i> , Ober, Johnson, and Zimmerly; McGraw Hill, 2010 |
| CLASS DESCRIPTION: | This class provides hands-on experience with Microsoft Word. Students will create, revise, and edit memos, tables, reports, itineraries, agendas, and minutes, multipage letters, memos, and tables; special letter and table features; and mail merge. |
| CLASS OBJECTIVES: | The student will learn to use Microsoft Word to create, revise, and edit text. |
| CLASS FORMAT OVERVIEW: | This class is a lab. Lab time is spent completing assignments using computer software. It is the responsibility of the student to read the class outline and follow directions. |
| METHOD OF INSTRUCTION: | Students are required to turn in all assigned documents as outlined on the attached assignment sheet. Read this syllabus for special instructions. |
| CLASS ATTENDANCE: | Since this course is a lab class, it is important for the student to come to class every day. |
| TESTING: | There is a test at the end of the class. The final will constitute 15 percent of the course grade. 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:

The work submitted to the instructor will be evaluated according to the specified requirements of the assigned work. Work should be edited to the lowest number of errors possible before submitting.

FINAL GRADE:

The assignments **MUST BE COMPLETED**. An incomplete is not possible for this class.

The assignments will be graded on the following scale:

- 0-1 errors = A
- 2 errors = B
- 3 errors = C
- 4 errors = D
- 5 errors = F

The final grade will be the result of all work submitted (85 percent) and the final (15 percent).

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will:

1. Create, edit, save, and print documents
2. Learn efficient methods of cursor movements and editing; learn to select, delete, bold, underline, center, and double-space text.
3. Control print appearance; change top, bottom, left and right margins; cut, copy, and move text; create and edit tables; and use the column feature.
4. Demonstrate the setup and use of tables.
5. Become proficient with Spell and Grammar check.
6. Create and format one-page and multiple-page documents.
7. Create a mail merge of letters in Word

INSTRUCTIONS—CM144A—Beginning Word

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, CM144A**.
- Click **Save Settings**. Return to lessons and begin with Lesson 61 (Page 235).
- 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**.

BEGINNING WORD—(Lessons 61-90)

PLEASE REMEMBER TO DO THE WORD PROCESSING SECTIONS IN THE SMALL BOOK.

You will be using the Lesson 61 book and the **small spiral manual** for Word you used in CM127C.

You will be completing **ONLY** the word processing portions of each lesson. You may always practice the drills if you need additional time on your keyboarding techniques.

| 5-Week Schedule | | |
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| Week 1 | Lesson 61 | Page 235—Correspondence Read Section E: ADVANCED FORMATTING Complete 61-55 & 61-56. SKIP 61-57 |
| | Lesson 62 | Page 238—Memos Complete 62-58, 62-59 SKIP: 62-60 AND 62-61 |
| | Lesson 63 | Page 241—Reports Complete Report 63-34 SKIP 63-35 AND 63-36 |
| | Lesson 64 | Page 246.—Tables Complete TABLES 64-23, 64-24, & 64-25. |
| Week 2 | Lesson 65 | Page 248.—Employment Document Review Complete 65-37, 65-62 and 65-63. |
| | Lesson 66 | Page 252.—Multiple Page Letters Complete 66-64. SKIP 66-65 and 66-66 |
| | Lesson 67 | Page 256.—Special Correspondence Features Read Sections F to I on pages 257-258 Refer to your MANUAL (Lesson 67, Page 109) Complete 67-67 & 67-68 SKIP 67-69 |
| | Lesson 68 | Page 261—Special Correspondence Features Read Sections D to J Refer to your MANUAL (Lesson 68, Page 111) Complete 68-70 SKIP 68-71 and 68-72 |

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| Week 3 | Lesson 69 | Page 267.—Multiplepage Memos with Tables Refer to your MANUAL (Lesson 69, Page 114) Complete 69-73 & 69-74 SKIP 69-75 |
| | Lesson 70 | Page 271.—Memo Reports Complete 70-38 SKIP 70-39 & 70-40 |
| | Lesson 71 | Page 276.—Itineraries Read Section E Read <u>Section E</u> before completing 71-41 SKIP 71-42 & 71-43. |
| | Lesson 72 | Page 280—Agenda and Minutes to Meetings Read <u>Sections D, & E</u> Complete 72-44 & 72-46. SKIP 72-45 and 72-47 |
| Week 4 | Lesson 73 | Page 286—Procedures Manual Read Section H Refer to your MANUAL (Lesson 73, Page 117) . Complete 73-48 & 73-49 SKIP 73-50 |
| | Lesson 74 | Page 292—Reports Formatted in Columns Read Section E Refer to your MANUAL (Lesson 74, Page 119) Complete 74-51 SKIP 74-52 and 74-53 |
| | Lesson 75 | Page 297—Report Review Complete 75-54, 74-55, and 74-56. |
| | Lesson 76 | Page 301—Tables With Footnotes or Source Notes Read Section D Refer to your MANUAL (Lesson 76, Page 125) Complete TABLES 76-26 & 76-27. SKIP 76-28 |
| | Lesson 77 | Page 305— Tables With Braced Column Headings Read <u>Section E.</u> Complete 77-30 & 77-31. SKIP 77-29 |
| | Lesson 78 | Page 308—Tables With Landscape Orientation Read Section D Refer to your MANUAL (Lesson 78, Page 131) Complete 78-32 & 78-33. SKIP 78-34 |

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| Week 5 | Lesson 79 | Page 312—Multipage Tables Read Section H Refer to your MANUAL (Lesson 79, Page 132) Complete 79-35 & 79-36. SKIP 79-37 |
| | Lesson 80 | Page 316—Tables With Predesigned Formats Read Section E Refer to your MANUAL (Lesson 80, Page 140) Complete 80-38 & 80-39. SKIP 80-40 |
| | Lessons 81-85 | Please read these sections for international formatting procedures in the book and the manual. The information includes the special formatting for Canada, Mexico, France, Germany, and China. There are no documents to create for this assignment. |
| | Lesson 86-90 | Read sections 86 to 90 in your manual for formatting formal reports. Complete 89-63 (the report), 90-64 (cover page), 90-65 (table of contents), and 90-66 (bibliography). |
| FINAL TEST | | |
| Complete Test 4: 5-minute timing on page 320 Test 4-57 on page 321 Test 4-76 on page 322 Test 4-41 on page 322 Skip the Alternative Tests | | |
| These tests must have 0 errors and the 5-minute Timed Writing must have 10 or fewer errors. | | |
| HAVE YOU COMPLETED? | | |
| <ol style="list-style-type: none"> 1. Completed all assignments with 3 errors or less (0-1=A, 2=B, 3=C) and your instructor must have signed your checklist for each document with the date and errors. 2. Completed the test with 0 errors per document. 3. Completed a 5-minute timing with 10 or fewer errors. | | |
| When you have completed all of the assignments the tests, and the timing and they have been marked on your checklist by your instructor, submit this to your teacher for review. Please discuss the grade with him or her before turning it in for grading. | | |

All assignments must be completed with no more than 3 errors. 0-1=A, 2=B, 3=C

GDP RECORDING AND SCORING TIPS

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| 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. |

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.

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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 3-34 |
| 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.

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

CM144A— Word I (Lessons 61-87)

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 | 61 | | 61-55—Correspondence 61-56 | | | |
| | | 62 | | 62-58—Memos 62-59 | | | |
| | | 63 | | 63-34—Reports | | | |
| | | 64 | | 64-23—Tables 64-24 64-25 | | | |
| Week 2 | Week 2 | 65 | | 65-37—Employment Documents 65-62 65-63 | | | |
| | | 66 | | 66-64—Multiple Page Letters | | | |
| | | 67 | | 67-67—Special Correspondence Features 67-68 | | | |
| | | 68 | | 68-70—More Special Correspondence Features | | | |
| Week 3 | Week 2 | 69 | | 69-73—Multipage Memos With Tables 69-74 | | | |
| | | 70 | | 70-38—Memo Reports | | | |
| | | 71 | | 71-41—Itineraries | | | |
| | | 72 | | 72-44—Agenda and Minutes 72-46 | | | |
| Week 4 | Week 3 | 73 | | 76-48—Procedures Manual 76-49 | | | |
| | | 74 | | 74-51—Reports Formatted in Columns | | | |
| | | 75 | | 75-54—Report Review 75-55 75-56 | | | |
| | | 76 | | 76-26—Tables With Footnotes or Source Notes | | | |
| Week 5 | Week 3 | 77 | | 77-30—Tables With Braced Column Headings 77-31 | | | |
| | | 78 | | 78-32—Tables With Landscape Orientation 78-33 | | | |
| | | 79 | | 79-35—Multitpage Tables 79-36 | | | |
| | | 80 | | 80-38—Tables With Predesigned Formats 80-39 | | | |
| Week 6 | Week 3 | 81-90 | | 89-63—Report 90-64—Cover Page 90-65—Table of Contents 90-66—Bibliography | | | |
| | | Test 3 | | 5-Minute Timed Writing 3-53—Correspondence 3-54—Correspondence 3-33—Report | ≤ 10 errors 0 errors 0 errors 0 errors | | |