

CLASS NUMBER AND NAME	CM144B—INTERMEDIATE MS WORD FOR WINDOWS
TOTAL CLOCK HOURS/UNITS:	25 HOURS—1 UNIT
PREREQUISITES:	CM144A—Beginning MS Word for Windows
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 learn to create and edit specialized medical and legal office documents, templates, flyers, newsletters, office forms, desktop publishing documents, and online resumes. The mail merge features of Word will be used to create form letters, envelopes, and labels.
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 using software on microcomputers. It is the responsibility of the student to read the class outline and follow directions.
METHOD OF INSTRUCTION:	Students are required complete 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 POLICIES:

The work submitted to the instructor will be evaluated according to the specified requirements for the class. Work should be edited to the lowest number of errors possible. **ALL assignments MUST BE COMPLETED.**

FINAL GRADE:

All assignments **MUST BE COMPLETED** to receive a passing grade and will be graded on the following scale:

- 1 error = 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 be able to:

1. Create, edit, and format medical office documents.
2. Create, edit, and format legal office documents.
3. Use correspondence and report templates.
4. Create and design letterhead, office forms, and cover pages.
5. Create and design flyers, announcements, and newsletters.
6. Create online resumes.
7. Utilize the mail merge feature in Word to create form letters, envelopes and labels.

INSTRUCTIONS—CM144B—Intermediate 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, CM144B**.
- Click **Save Settings**. Return to lessons and begin with **Lesson 91 (Page 369)**.
- 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 successfully complete and edit all documents to the error rate as listed.

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 using a Wyse computer at Empire). If you are not using Wyse computer in Room 100 or at home, please locate your drive (usually it will be **E:**).
- 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 using a Wyse computer at Empire). If you are in Room 100 or at home, select the drive with your files (usually **E:**).
- 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**

INTERMEDIATE WORD (Lessons 91-115)

This class begins with Lesson 91.

Please complete the practice assignment in the small book (manual) that corresponds with the lesson you are completing.

5-Week Schedule		
Week 1	Lesson 91	Page 369—Medical Office Documents—A <u>Complete 91-85</u> SKIP 91-47 and 91-86
	Lesson 92	Page 373—Medical Office Documents—B <u>Complete 92-48</u> Read the lesson in the manual on page 154 before beginning this document—using CTRL + TAB, which lets you tab within a cell (without moving to next cell) SKIP 92-67
	Lesson 93	Page 378—Medical Office Documents—C <u>Complete 93-68</u> (See R-8, in the front of the textbook in the Reference section, for the correct format). SKIP 93-87
	Lesson 94	Page 382—Medical Office Documents—D <u>Complete 94-49 and 94-50</u> SKIP 94-88
	Lesson 95	Page 386—Medical Office Documents—E <u>Complete 95-69</u> SKIP 95-51, 95-89
Week 2	Lesson 96	Page 389—Legal Office Documents—A Read <u>Section D</u> in your textbook. <u>Complete 96-70</u> SKIP 96-52 and 96-90
	Lesson 97	Page 395—Legal Office Documents—B <u>Complete 97-71</u> SKIP 97-91
	Lesson 98	Page 399—Legal Office Documents—C Read the lesson in the manual on page 158 before starting this document. <u>Complete 98-72</u> SKIP 98-92
	Lesson 99	Page 403—Legal Office Documents—D <u>Complete 99-73</u> SKIP 99-93 and 99-53
	Lesson 100	Page 406—Legal Office Documents—E <u>Complete 100-76</u> SKIP 100-74 and 100-75

Week 3	Lesson 101 <i>Remember to have your lessons signed off on the attached Grading form by your instructor.</i> Page 415—Using Correspondence Templates Beginning with Lesson 101, you will be creating Templates. You will need to use the SAVE-AS feature and name the documents according to the assignment number. For example: Form 101-1, etc. Read <u>Sections E</u> in your textbook and complete <u>Section F</u> in your manual on page 160. <u>Complete 101-1 and 101-2</u> SKIP 101-3
	Lesson 102 Page 418—Using Report Templates Complete <u>Section D</u> in your Manual on page 165. <u>Complete 102-4</u> SKIP 102-5
	Lesson 103 Page 422—Designing Letterheads Read Sections H & I in your textbook and complete the section in your manual beginning on page 169. <u>Complete 103-6 and 103-7</u> SKIP 103-8
Week 4	Lesson 104 Page 427—Designing Notepads Complete Section E in your Manual beginning on Page 175 <u>Complete 104-9 and 104-10</u> SKIP 104-11
	Lesson 105 Page 432—Designing Miscellaneous Office Forms <u>Complete Form 105-12 and 105-13</u> SKIP 105-14
	Lesson 106 Page 437—Designing Cover Pages Complete Section E using your Manual beginning on page 178. <u>Complete 106-78 and 106-79</u> SKIP REPORT 106-80

	<p>Lesson 107</p>	<p>Page 442—Designing Flyers & Announcements Read <u>Section E</u> in your textbook and complete <u>Section F</u> in your manual beginning on page 181. <u>Complete 107-81</u> SKIP 107-82 and 107-83</p>
	<p>Lesson 108</p>	<p>Page 447—Designing Newsletters Read <u>Section D</u> in your textbook. <u>Complete 108-84</u> SKIP 108-85</p>
		<p>SKIP LESSONS 109 AND 110</p>
	<p>Lesson 111</p>	<p>Page 460—Designing an Online Resume Read <u>Section D</u> in your textbook and the sections in your manual beginning on page 183. <u>Complete 111-90</u> SKIP 111-91</p>
	<p>Lesson 112</p>	<p>Page 463—Mail Merge—A Read Sections D and E in your text. Complete the section in your manual beginning on page 188. <u>Complete 112-95</u></p>
		<p>SKIP LESSONS 113 and 114</p>
	<p>Lesson 115</p>	<p>Page 473—Mail Merge—D Complete Sections D, E, and F in the text and the section in your manual beginning on page 196 <u>Complete 115-98, 115-99, 115-100</u></p>
		<p style="text-align: center;">FINAL TESTS 5 and 6</p> <p>Complete the 5-minute timing on page 411 with 10 or fewer errors Complete Correspondence Test 5-94 on page 411 with zero errors within 15 minutes Complete Table Test 5-54 on page 412 with zero errors within 15 minutes Complete Report Test 5-77 on page 412 with zero errors within 15 minutes</p> <p>Complete Form 6-17 on Page 498 with zero errors within 15 minutes Report Test 6-98 on Page 499 with zero errors within 15 minutes Complete Report Test 6-99 on Page 500 with zero errors within 15 minutes</p> <p style="text-align: center;"><u>Skip the Alternative Tests</u></p> <p>These tests must have 0 errors and the 5-Minute Timed Writing must have 10 or fewer errors</p>
		<p>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 this with your instructor who will review your sheet and submit it for grading.</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]
TO CORRECT ERRORS	<ul style="list-style-type: none"> • Page Numbering—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>. • Table Borders—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. • Font Size—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. • Memos—Lessons involving Memos should have all the side headings (i.e. Memo, Subject, etc) in BOLD, <i>including</i> the colon. • Reports—Reports with side headings under major headings need to be in BOLD, INCLUDING the Period that follows.

***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

- 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: _____

CM144B— Word I (Lessons 91-115)

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

Evening Schedule		Lesson	Assignment	Errors	Signature	Date
6 week	3 week					
Week 1	Week 1	91	91-85	Medical Office Documents—A		
		92	92-48	Medical Office Documents—B		
		93	93-68	Medical Office Documents—C		
		94	94-49 94-50	Medical Office Documents—D		
Week 2	Week 1	95	95-69	Medical Office Documents—E		
		96	96-70	Legal Office Documents—A		
		97	97-71	Legal Office Documents—B		
		98	98-72	Legal Office Documents—C		
Week 3	Week 2	99	99-73	Legal Office Documents—D		
		100	100-76	Legal Office Documents—E		
		101	101-1 101-2	Using Correspondence Templates		
		102	102-4	Using Report Templates		
Week 4	Week 2	103	103-6 103-7	Designing Letterheads		
		104	104-9 104-10	Designing Notepads		
		105	105-12 105-13	Designing Miscellaneous Office Forms		
		106	106-78 106-79	Designing Cover Pages		
Week 5	Week 3	107	107-81	Designing Flyers and Announcements		
		108	108-84	Designing Newsletters		
		111	111-90	Designing Online Resumes		
		112	112-95	Mail Merge—A		
		115	115-98 115-99 115-100	Mail Merge—D		
Week 6		Tests 5 & 6	5-Minute Timed Writing 5-94—Correspondence Test 5-54—Table Test 5-77—Report Test 6-17—Form Test 6-98—Report Test 6-99—Report Test	≤ 10 errors 0 errors 0 errors 0 errors 0 errors 0 errors 0 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.