

CLASS NUMBER AND NAME:	CMN144A—BEGINNING WORD
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT
PREREQUISITE:	CMN127C—Introduction to Word II
TEXT AND MATERIALS:	<i>College Keyboarding & Document Processing, 11th Edition,</i> Ober, Johnson, and Zimmerly; McGraw Hill, 2010 (ISBN 9780077319403)
CLASS DESCRIPTION:	This class provides hands-on experience with Microsoft Word. Students will create, revise, and edit correspondence, tables, reports, itineraries, agendas, and minutes including multipage letters, memos, and tables. They will also create, revise, and edit formal reports with cover pages, table of contents, and bibliographies.
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.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
METHOD OF INSTRUCTION:	Students are required to 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 receive a failing grade for the class. 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 for the class. Work should be edited to the lowest number of errors possible. **ALL assignments MUST BE COMPLETED.** In addition, the work must be verified online by the grader for completion and authenticity before a grade will be submitted.

FINAL GRADE:

All assignments **MUST BE COMPLETED** to receive a passing grade and 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 and format correspondence documents.
2. Create and format multiple-page letters with special features.
3. Create and format resumes and cover letters.
4. Create and format agendas, minutes and procedures manuals.
5. Create and format multipage tables with predesigned formats.
6. Create and format multiple-page reports with cover pages, table of contents, and bibliographies.

INSTRUCTIONS—CMN144A—Beginning Word

IMPORTANT INFORMATION

BEGINNING THE CLASS — **REMEMBER: USE INTERNET EXPLORER**

Using Internet Explorer, 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, CMN144A**.
- 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 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**

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 CMN127C.

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.

6-Week Schedule		
Week 1	Lesson 61	Page 235—Correspondence Read Section E: ADVANCED FORMATTING Complete 61-55 & 61-56. Use Block Style formatting for both of these letters. SKIP 61-57
	Lesson 62	Page 238—Memos Complete 62-58, 62-60, and 62-61 SKIP: 62-59
	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

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

Week 5	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
	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
Week 6	Lessons 81-85	Please read these sections for international formatting procedures in the book: Lesson 81 Sections E-H, Lesson 82 D-E, Lesson 83 H-I, Lesson 84 E, and Lesson 85 D, and the manual pages 136-139. The information includes the special formatting for Canada, Mexico, France, Germany, and China. <p style="text-align: center;">There are no documents to create for these assignments.</p>
	Lesson 86-90	Read and complete sections 86 to 90 in your manual for formatting formal reports on pages 140-153. <p style="text-align: center;">There are no documents to create for these assignments.</p>
	<h2 style="margin: 0;">FINAL TEST</h2> <p style="margin: 0;">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</p> <p style="margin: 0;">Skip the Alternative Tests</p> <p style="margin: 0;">These tests must have 0 errors and the 5-minute Timed Writing must have 10 or fewer errors.</p>	
<h2 style="margin: 0;">HAVE YOU COMPLETED?</h2> <ol style="list-style-type: none"> 1. Completed all assignments with 3 errors or less (0-1=A, 2=B, 3=C, 4=D) 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. <p style="margin: 0;">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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CMNN127B	Test 2—3-minute timing 2-21, 2-12, and 2-16
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CMN127C	Test 3—5-minute timing 3-53, 3-54, and 3-33
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CMN144A	Test 4—5-minute timing 4-76, 4-77, and 4-41
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CMN144B	Test 5—5-minute timing 5-94, 5-54, and 5-77
	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 scheduled computer lab and witnessed by a scheduled instructor.**

Major	Accounting	Speed	Next Class
AAAN	Specialized Associate Degree – Accounting	35	CMN127B
ACAN	Accounting With Computer Applications	35	CMN127B
ACEN	Accounting Essentials	40	CMN127B

Business

ABAN	Specialized Associate Degree – Business	40	CMN127B
MBPN	Management Business Professional	40	CMN127B
ABPN	Administrative Business Professional	40	CMN127B
ABEN	Accelerated Business Essentials	40	CMN127B
CBBN	Computerized Business Skills	40	CMN127B

Legal

ALAN	Specialized Associate Degree – Paralegal	45	CMN127B
LOAN	Legal Office Administration	50	CMN127B
LCCN	Legal Secretary	50	CMN127B

Medical

AMAN	Specialized Associate Degree-Medical Assistant/Clinical/Administrative	40	CMN127B
AHAN	Specialized Associate Degree – Health Information Concentration	40	CMN127B
APAN	Specialized Associate Degree – Phlebotomy Concentration	40	CMN127B
MAAN	Medical Administrative Assistant	40	CMN127B
MAEN	Medical Assistant Essentials	30	CMN127B
MCCN	Clinical Medical Assistant	30	CMN127B
MTBN	Medical Billing and Coding Technician	30	CMN127B

Information Technology

AXAN	Specialized Associate Degree – Linux	25	
AYAN	Specialized Associate Degree – Microsoft	25	
AZAN	Specialized Associate Degree – Security	25	
NSSN	Network Specialist	25	
NAAN	Network Administrator	25	
CSSN	Computer Support Specialist	25	

Tourism and Hospitality

AFAN	Specialized Associate Degree – Guest Services	40	CMN127B
TTHN	Tourism, Hospitality, and Wine Industries	30	CMN127B
CTHN	Tourism, Hospitality, and Wine Industries (Accelerated)	30	CMN192A

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

CMN144A— Word I (Lessons 61-87)

		Errors	Signature	Date
61	61-55—Correspondence 61-56			
62	62-58—Memos 62-60 62-61			
63	63-34—Reports			
64	64-23—Tables 64-24 64-25			
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			
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			
73	73-48—Procedures Manual 73-49			
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 76-27			
77	77-30—Tables With Braced Column Headings 77-31			
78	78-32—Tables With Landscape Orientation 78-33			
79	79-35—Multipage Tables 79-36			
80	80-38—Tables With Predesigned Formats 80-39			
81-87	Read lessons — Nothing to print			
Test 4	5-Minute Timed Writing 4-57—Report 4-76—Correspondence 4-41—Table	≤ 10 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.