CASPER COLLEGE COURSE SYLLABUS

CMAP/MOUS 1715: WORD PROCESSING: WORD 2003
3 Credits: 75 hours (50 min) for 1 lecture and 2 lab credits
Dates: Section NI: 8/28 – 12/15/06
November 3 is the last date to change to an audit status or withdraw.
Current skill level: A minimum keyboarding ability of 30 words per minute for 3 minutes is recommended. (1 error per minute max.) If you do not type by touch, take CMAP 1500 to learn the keyboard and build speed.
Instructor contact: Dr. Nancy Wright  Phone: 307.268.2681
Office: BU 204  E-mail: nwright@caspercollege.edu
Office hours: MW 11:00 - 11:50 a.m. TTh 9:00 – 9:50 a.m.
F by appointment (1:00-2:50 p.m.)
Supervised Lab BU125: MW 3:05 – 3:30 p.m.
TTh 11:15 – 11:40 a.m., 2:15 – 3:05 p.m.
Syllabus revised: August 2006 (syllabus fa06)
Supplies: One 3.5” high density disk or USB Drive
Required software: Microsoft Office Professional 2003 suite—you will need the Access program to complete the Mail Merge chapter. You will need Excel to complete some exercises. All of the Office 2003 features are required to do some exercises, but they may not be available in older versions.
NOTE: Students are eligible to purchase the Microsoft Office Professional 2003 program at the Casper College Bookstore at a discounted price of less than $200. Normally, the price is about $500. Student Editions of Office 2003 range in price from $129-$149. HOWEVER, the Access program is not included, and you will need to do Chapter 17 on a computer with the Access program.

Microsoft Office XP Professional suite is okay—you will see some screen display changes. You will have to do Chapter 22 on a computer with Office 2003.

System software: Windows XP.

DESCRIPTION
The course covers basic through advanced functions of word processing software. Training will be provided on microcomputers in the origination, processing, editing, and output of the document cycle. Various formats, applications, and exercises will be utilized to produce a variety of professional documents.

**PHILOSOPHY**

To provide an integrative learning system that includes decision making, problem solving, and critical thinking. Assignments connect context to content by emphasizing work that is authentic and relevant to learners.

**EXIT OUTCOME**

*What you should know and be able to do.*

Use Word 2003 to demonstrate competency to operate and apply word processing technology to perform work that is applicable to business or personal tasks.

**PERFORMANCE EXPECTATIONS**

The performance expectations for a student are:

1) Create, format, store, retrieve, edit, and print business and personal documents.

2) Proofread and edit documents for accuracy and content.

3) Apply graphic features to enhance document appearance and readability.

4) Automate document formatting with styles and macros.

5) Apply headers and footers and footnotes and endnotes to documents.

6) Create tables to organize, sort, calculate, and select information.

7) Paste, link, and embed information from Excel to Word.

8) Access the Internet and use the features of Web browsers.

9) Utilize features such as merging (with Access), master documents, tracking changes, reference pages, fill-in forms, and outlines.

**PERFORMANCE MEASURES**
Chapter Exercises and Skill Assessments provide outcome measures for about 38% of the final grade.

- **One point** is deducted for each missing exercise.
- **Two points** are deducted for each error on Skill Assessments.
- Dates listed in the Course Content section on the Word 2003 Home Page indicate when you should work on and complete chapter exercises. Chapter assignments are due by 11:55 p.m. on the scheduled submission date in the Calendar section. **Two points** will be deducted for late assignments, and late assignments will not be accepted after 11:55 p.m. on the Cutoff Date.
- Use the Assignment Dropbox to submit assignments.
- Chapter topics:
  1. Create, print, and edit documents
  2. Format characters and use Help
  3. Format paragraphs
  4. Format documents and sections
  5. Use writing tools
  6. Maintain and print documents
  7. Manipulate tabs
  8. Manipulate text within and between documents
  9. Format multiple-page documents
  10. Format text with Styles and Outlining
  11. Format with special features
  12. Create and format tables
  13. Create charts and diagrams
  14. Add visual appeal to documents
  15. Share documents
  16. Create footnotes and endnotes
  17. Merge documents
  18. Sort and select
  19. Apply special features
  20. Add visual elements
  21. Use WordArt
  22. Create and modify Styles
  23. Format with macros
  24. Manage documents
  25. Create specialized tables and indexes
  26. Prepare forms

**Summative assessments** occur after each unit of study.

- **Quizzes** must be completed during one online, timed session. They are accessed through the Quizzes section on the Word 2003 Home Page. Questions are similar to those in the "Reviewing Key Points" sections. Quizzes provide outcome measures for about 20% of the final grade. You may **not use the text**, but you may look things up with Word on your computer.
Quizzes submitted within one week from the scheduled due date will not be considered late. **Don’t forget to take unit quizzes** before moving on to a new unit.

- **Performance assessments:** Three points are deducted for each error. The text may be used as a reference for performance assessments. These provide outcome measures for about 42% of the final grade. Performance Assessments submitted within one week from the scheduled due date will not be considered late. The Dropbox will close at the end of the week.

**EVALUATION CRITERIA**

Grading scale: 93 - 100 = A, 85 - 92 = B, 75 - 84 = C, 70 - 74 = D, 0 - 69 = F

**METHODOLOGY**

1) Computer assignments:
   - Allow individual progress to acquire technical skills.
   - Provide assisted learning through the WebCT Mail section.
   - Develop problem solving and time management skills.

2) Skill assessments at the end of each chapter:
   - Reinforce acquired technical skills.
   - Provide practice in decision making and problem solving.
   - Require application of reading, spelling, and grammar skills.
   - Allow opportunity for written feedback from instructor.

3) Quizzes at the end of each unit require students to:
   - Recognize terminology.
   - Analyze the meaning of the text.

4) Performance assessments at the end of each unit require students to:
   - Demonstrate major technical skills.
   - Use critical and creative thinking to make decisions and solve problems.
   - Apply basic communication skills.

**PROCEDURES**

**CHAPTER ASSIGNMENTS.**

1) Read the chapter and complete exercises and assigned Skill Assessments. One point is deducted for each exercise not received. **Back up folders** for each chapter on a work disk (chapter folders may be deleted when you are sure the chapter assignments have been graded). If you use a Casper College computer, you should use two or more disks or a UBS drive. If you keep your work in My Documents on the computer, your work can easily be copied by someone else.
NOTE: For self-assessment of your performance, model answers for the exercises are provided in PDF format. In order to view the PDF files, you will need to install Adobe® Acrobat® Reader on your computer. A copy of this program is provided on your Student CD.

2) Submit all exercises and skill assessments in the condensed or zipped chapter folder. Follow the instructions in the ASSIGNMENTS DROPBOX section of the Homepage Tour.

3) Keep all of your assignment files on your hard drive or USB drive until the end of the course. Delete your work disk files after you have received confirmation that your chapter has been graded.

4) Complete the "Reviewing Key Points" section at the end of a chapter before beginning the next chapter. For immediate feedback, check your answers in the Reviewing Key Points section on the Word 2003 Home Page.

STUDENT RIGHTS AND RESPONSIBILITIES

You are responsible for what appears in this syllabus and in the Course Content and Calendar sections of the Word 2003 Home Page. Reserve 10 – 15 hours per week to complete assignments on schedule. You may work ahead of schedule. You will not be allowed to submit late chapter assignments, quizzes, or performance assessments after one week past the due date.

Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic dishonesty – Cheating and Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Conduct and Judicial Code.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please tell me. Also, make an appointment to see Brent Heuer at your earliest convenience. His office is AD 112A and phone number is 307.268.2366.