CASPER COLLEGE COURSE SYLLABUS
MOUS 1715 N1 – Word Processing

Semester/Year: Summer 2006

Lecture Hours: 2   Lab Hours: 2   Credit Hours: 3

Class Time: N/A   Days: N/A   Room: N/A

Instructor’s Name: Georgia Wheatley

Instructor's Contact Information: E-mail is a very effective way of contacting me.

Office Phone: Better to send e-mail.
Email: wheatley@caspercollege.edu

Office Hours: Tuesday 5-7 p.m. in one of the business building labs TBA

Course Description: This 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 format, application, and exercises will be utilized to produce a variety of professional documents.

Statement of Prerequisites: Keyboarding skills necessary.

Goal: This course will provide an integrative learning system that includes decision making, problem solving, and critical thinking. Class activities connect context to content by emphasizing work that is authentic and relevant learners.

Outcomes: Upon successful completion of the course the student will be able to

1. Create, format, store, retrieve, modify, and print business documents
2. Proofread and edit documents for accuracy and content
3. Apply graphic features to enhance document appearance and readability

Methodology:
This is a 4-week summer school class. You must be prepared to spend a significant amount of time during these four weeks completing the class. If you are going to be on vacation, it’s not a good time to take the class. If you are unable to get a book right away, it’s not a good time to take the class. All work must be completed by the last day
of class.

Because this class is delivered over the Internet, the successful student will be highly self-motivated. If a student takes this class during a regular semester, he or she would spend approximately 56 hours in class. The student should expect to spend a similar amount of independent time on this class. Class time does not include homework time.

You are strongly encouraged to work ahead. Because of WebCT restrictions, I will not be able to grade homework before the due date, but you can finish the class as soon as you are able. I’ve had students finish in a bit over 1 week (with a lot of dedication and time.)

Barring unusual circumstances, I will respond to students’ e-mail within 24 hours during the work week. E-mail send over weekends will wait until the next school day.

Course assignments will consist of work in three areas:

1. **Reading assignments and written work from the text book.** These assignments are listed below in the course content section. To get full credit on these assignments, the work must be done carefully and completely. Be sure to have your name and the **chapter number**, at the at the top of the page. Avoid grammar and spelling errors. Please write at least one thoughtful paragraph to answer the assigned questions at the end of each chapter. One paragraph is a minimum of five, full, well-thought-out sentences. Points will be docked for careless work. These assignments will be submitted via the assignment drop-box. Each assignment is worth 10 points.

2. **Lab assignments using the Microsoft Word.** These assignments are listed in the course content section. To get full credit on these assignments, complete the work carefully and completely. Spell-check all work and avoid grammar errors. If you are handing in a memo, it should look like it’s ready to be mailed. Each assignment is worth 10 points.

3. **Class participation will be measured using a bulletin board set up for this class.** Each student is responsible for posting a response for each discussion question listed in the course content. The instructor will take grades for the posted responses. Your response should be a thoughtful treatment of the question. You will be required to post your own response and respond to another student’s response. **Your responses must be at least one paragraph in length (at least five sentences.)** Each assignment is worth 20 points, 10 for your discussion and 10 for your response to a classmate’s discussion.

All assignments will be due when listed in the course content section and no late assignments will be accepted without prior permission of the instructor.

Because of the concentration of subjects and exercises, the student should take care not to fall behind. The student may, of course, work ahead. Any student having questions about the class or the subject matter is encouraged to contact the instructor immediately. Also
contact the instructor if you’re having problems with e-mail or with your computer. There are work-around solutions to these problems. The student may also see the instructor at any of the office hours.

**Evaluation Criteria:** Grades will be assignment on a total percentage basis. All points for the class will be added and a percentage figured against total possible points.

A 93-100% B 85-92% C 75-84% D 70-74%

**Required Text, Readings, and Materials:**


*If you do not have access to Microsoft Word at home, you should know that they are available in the Casper College Computer labs. See the CC homepage for lab hours. The labs are not open during weekends.*

**Class Policies:** Successful completion of the course requires timely adherence to the schedule outlined in this syllabus and in the class handouts. Textbook readings and chapter activities are designed to assist the student in meeting this goal.

**Last Date to Change to Audit Status or to Withdraw with a W Grade:** July 10, 2006

**Student Rights and Responsibilities:** 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 & 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 Code of Conduct.

**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 make an appointment to see me at your earliest convenience.
Course Content

1. All assignments should be submitted through the assignment drop-box found on the class homepage.

2. Submit the assignment in Word format.

Beginning Assignments

1. Your first assignment is to read the “Welcome to Class” discussion on the class discussion page for this class.

2. Your second assignment is to introduce yourself to the rest of the class. There is a discussion thread for introductions posted on our class website. You’ll need to introduce yourself by **Friday, June 16, 2006 at 1:00 p.m.** Your introduction is worth 20 points.

3. Your third assignment is to read the discussion of netiquette that is posted on our class website. Answer the questions that are posted at the end of the discussion and post your answer to the website. This assignment is due **Monday June 19, 2006 at 5:00 p.m.**

Microsoft Word Assignments

“Working through” a chapter means reading the chapter and completing the exercises in it. You are required to submit 5 exercises from each chapter (as described below.) If there are not 5 exercises that can be submitted in the chapter, submit the exercises that can be submitted.

All work for each chapter goes into a single drop-box for that chapter. Please read the discussion on drop-boxes on our discussion boards.

The following assignments are due **Monday 6/19/06 at 9:30 p.m.**

1. Skim through the “Getting Started” section of the book.
2. Work through chapter 1.
   a. Answer the “Reviewing Key Points” questions on pages 31 and 32. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box.
   c. Complete Assessments 1 and 2 on pages 32 and 33 and submit them to the appropriate assignment drop box.
   d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

3. Work through chapter 2
   a. Answer the “Reviewing Key Points” questions on pages 59 and 60. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box.
   c. Complete Assessments 1 and 5 on pages 60 and 62 and submit them to the appropriate assignment drop box.
   d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

4. Work through chapter 3
   a. Answer the “Reviewing Key Points” questions on pages 97 and 98. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box.
c. Complete Assessments 4 and 5 on pages 99 and 100 and submit them to the appropriate assignment drop box

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

5. Work through chapter 4

a. Answer the “Reviewing Key Points” questions on pages 139 and 140. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 1 and 2 on page 140 and submit them to the appropriate assignment drop box

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

6. Work through chapter 5

a. Answer the “Reviewing Key Points” questions on pages 180 and 181. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 4 and 6 on page 182 and submit them to the appropriate assignment drop box.

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response
7. Unit 1 Assignments - Complete assessments 3, 4, 9 on page 184-188 and submit them to the appropriate drop box

8. Work through chapter 6
   a. Answer the “Reviewing Key Points” questions on pages 227 and 228. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box
   c. Complete Assessment 6 on page 228 and submit it to the appropriate assignment drop box
   d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

9. Work through chapter 7
   a. Answer the “Reviewing Key Points” questions on page 250 and 251. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box
   c. Complete Assessments 2 and 3 on pages 252 and 253 and submit them to the appropriate assignment drop box
   d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

The following assignments are due Monday 6/26/06 at 9:30 p.m.

10. Work through chapter 8
a. Answer the “Reviewing Key Points” questions on page 282 and 283. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 2 and 3 on pages 283 and 284 and submit them to the appropriate assignment drop box.

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

11. Work through chapter 9

a. Answer the “Reviewing Key Points” questions on page 304 and 305. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 1 and 4 on pages 305 and 306 and submit them to the appropriate assignment drop box

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

12. Work through chapter 10

a. Answer the “Reviewing Key Points” questions on page 329. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 2 and 3 on page 330 and submit them to the appropriate assignment drop box
d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

13. Unit 2 Assignments - Complete assessments 3 and 4 on page 334 and submit them to the appropriate drop box.

14. Work through chapter 11
   a. Answer the “Reviewing Key Points” questions on pages 377 and 378. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box.
   c. Complete Assessments 1, 2, and 3 on page 378 and 379 and submit it to the appropriate assignment drop box.
   d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

15. Work through chapter 12
   a. Answer the “Reviewing Key Points” questions on pages 423. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box.
   c. Complete Assessments 1, 2, and 3 on pages 424 and 425 and submit them to the appropriate assignment drop box.
   d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

16. Work through chapter 13
a. Answer the “Reviewing Key Points” questions on pages 460. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 1, 2, and 3 on pages page 460 and 461 and submit them to the appropriate assignment drop box

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

17. Work through chapter 14

a. Answer the “Reviewing Key Points” questions on pages 494 and 495. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 1, 2, and 4 on pages on pages 495-497 and submit them to the appropriate assignment drop box

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

18. Work through chapter 15

a. Answer the “Reviewing Key Points” questions on pages 517 and 515. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 1, 2, and 3 on pages on pages 517 and 518 and submit them to the appropriate assignment drop box
d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

19. Unit 3 Assignments - Complete assessments 2 and 4 on pages 522 and 523 and submit them to the appropriate assignment drop box.

The following assignments are due Monday 7/3/06 at 9:30 p.m.

20. Work through chapter 16

a. Answer the “Reviewing Key Points” questions on page 549. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box.

c. Complete Assessments 1 and 2 on page 550 and 551 and submit them to the appropriate assignment drop box.

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

21. Work through chapter 17

a. Answer the “Reviewing Key Points” questions on page 578. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box.

c. Complete Assessments 1, 2, and 3 on page 578, 579 and 580 and submit them to the appropriate assignment drop box.

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.
22. Work through chapter 18
   a. Answer the “Reviewing Key Points” questions on pages 601 and 635. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box.
   c. Complete Assessments 1, 2, and 3 on pages 601 and 602 and submit it to the appropriate assignment drop box.
   d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

23. Work through chapter 19
   a. Answer the “Reviewing Key Points” questions on pages 631 and 632. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box.
   c. Complete Assessments 1 and 2 on pages 632 and 633 and submit them to the appropriate assignment drop box.
   d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

24. Unit 4 Assignment - Complete assessment 4 on page 636.

25. Work through chapter 20
   a. Answer the “Reviewing Key Points” questions on pages 678. Type your answers into a Word document and submit it to the appropriate assignment drop box.
b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 1, 2, and 3 on page 679 and 680 and submit them to the appropriate assignment drop box

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

The following assignments are due Monday 7/10/06 at 11:59 p.m.

26. Work through chapter 21
   a. Answer the “Reviewing Key Points” questions on page 703. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box
   c. Complete Assessments 1 and 2 on page 704 and 705 and submit them to the appropriate assignment drop box.
   d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

27. Work through chapter 22
   a. Answer the “Reviewing Key Points” questions on page 733 and 734. Type your answers into a Word document and submit it to the appropriate assignment drop box.
   b. Select any five assignments from the chapter and submit them to the appropriate drop box
   c. Complete Assessment 4, 5, and 6 on page 734 and 735 and submit it to the appropriate assignment drop box
d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

28. Work through chapter 23

a. Answer the “Reviewing Key Points” questions on page 757 and 758. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 1, 2, and 3 on pages 758-761. Submit them to the appropriate assignment drop box

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

29. Work through chapter 24

a. Answer the “Reviewing Key Points” questions on page 789 and 790. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box

c. Complete Assessments 1 and 3 on pages 790 and 791 and submit them to the appropriate assignment drop box

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response

30. Work through chapter 25
a. Answer the “Reviewing Key Points” questions on page 834. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box.

c. Complete Assessments 1 and 2 on pages 835 and 836 and submit them to the appropriate assignment drop box.

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

31. Work through chapter 26

a. Answer the “Reviewing Key Points” questions on page 856. Type your answers into a Word document and submit it to the appropriate assignment drop box.

b. Select any five assignments from the chapter and submit them to the appropriate drop box.

c. Complete Assessments 1, 2, and 3 on pages 856-858 and submit them to the appropriate assignment drop box.

d. Complete discussion question for this chapter. List at least two things you’ve learned from the chapter or at least two things that were challenging for you. Remember to respond twice – once for yourself and once to a classmate’s response.

32. Answer discussion question 4 on the class discussion board. Remember that you need to post twice to receive full credit. Your first post should be your own answer. Your second post should contain a response to a classmate’s answer. These must be in two separate posts.

There is no final for this class. When you finish the assignments, you’re finished with the class.
The instructor reserves the right to change this syllabus as needed