

CASPER COLLEGE COURSE SYLLABUS
BOTK 1660-01: Document Formatting

Semester/Year: Fall, 2015		
Lecture Hours: .5	Lab Hours: 3	Credit Hours: 2
Class Time: Flex Lab	Days: M-F. Saturdays as posted	Room: BU 404
Instructor's Name: Roberta Marvel, Ed. D.		
Instructor's Contact Information:	Office Phone: 268-2523 Office Location: BU 404C	Email: rmarvel@caspercollege.edu
Office Hours: Flex Lab Hours or by appointment		

Course Description: This course emphasizes development of document formatting skills using word processing software. Students will learn to properly format those documents used in the working world: letters, memos, tables, and other common and /or specialized formats. Some extra laboratory work may be necessary. Minimum keyboarding skills of 30 wpm needed.

Goal: Students will master formatting tasks which occur frequently in the working world by producing error-free work efficiently and in a timely fashion. In addition, students will demonstrate proofreading skills and improvement in keyboarding skills. A student document formatting portfolio of the various documents produced will be developed throughout the class and will serve as a manual on how to create professional documents in the future.

Course Objectives:

- To learn proper formatting techniques for a variety of business related documents
- To improve proofreading skills
- To improve keyboarding skills

Outcomes: Successful completion of this course will enable students to:

- Produce error-free hard copies of the following documents in an acceptable format
 - Memos
 - A variety of letters
 - A variety of reports
 - A variety of tables
 - Other documents to be determined by the instructor
- Demonstrate proofreading skill
- Efficiently produce error-free copy
- Demonstrate improvement in keyboarding and document creation

Casper College General Education Outcomes: As graduates of Casper College, students will be able to:

1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities

8. Use quantitative analytical skills to evaluate and process numerical data

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Methodology: This course is self-directed which means, students work at their own pace with an instructor present to provide guidance and answer questions. Students will attend a mandatory orientation session to receive class material and directions for successful completion of the course. Students are expected to make continual progress toward the completion of the course so that the course will be completed in a timely manner before the end of the semester. Because this course is self-directed some students may require more time to complete the requirements than others.

Evaluation Criteria: Grades will be computed on a point scale and weighted. Points will be totaled at the end of the semester and a percentage grade computed. . Your final grade will be weighted as follows:

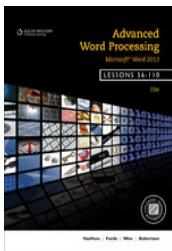
- 50% Production materials
- 20% Module Production Tests
- 20% Portfolio project
- 10% Subjective Factor*

*An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.

The grading scale is as follows:

A	90-100%
B.....	80-89%
C.....	70-79%
D	60-69%
F.....	0-59%

Required Text, Readings, and Materials:



- Advanced Word Processing Lessons 56-110 19th Edition, VanHuss, Forde, and Woo, South-Western Cengage Learning, 2011, ISBN 978-1-13358-8962
- USB drive to save your work

Submitting your assignments. Assignments for this course will be submitted via a portfolio notebook. See the portfolio handout for more detailed instructions

Submitting Assignments. You are to upload your files to the course web site in Moodle where you will find a link for each assignment. Your entire weekly assignment must be complete before uploading. It is up to you to make sure all files are included. Incomplete work will result in a reduced grade.

Grading. 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. Each assignment is worth 10-15 points. Assignments will be graded as follows:

10	Assignment is completed correctly, no spelling or grammar errors
8	A formatting error in the assignment OR 1-2 spelling/grammar errors
6	Formatting errors in the assignment OR 3-4 spelling/grammar errors
4	3-5 errors in the assignment OR 5-6 spelling or grammar errors
2	Assignment has numerous errors including spelling/ grammar errors
0	No work submitted or incorrect file submitted.

Class Policies:

As a student you are expected to attend all classes for which you are registered and will be accountable for all class work during an absence. Excessive absences or tardiness may result in a lowered grade or dismissal from the course. In addition, you are expected to complete all reading assignments, complete all homework assignments/projects and take all scheduled quizzes. Reading assignments should be completed at home before attempting to work on your assignments in the Flex Lab. Assignments must be completed and submitted in the order listed on the syllabus.

When you are in this classroom, you need to be working on classroom activities only. All Web/Internet browsing must be specific to the course needs. All computer activity in this room is monitored. By taking this course, students agree to have their activity monitored while working in BU 404. This includes browsing the Web.

STUDENTS ARE EXPECTED TO TURN OFF CELL PHONES OR SET THEM TO VIBRATE DURING CLASS TIME. If you need to take a call, you must leave the classroom to do so. Students not abiding by these rules will be asked to leave the classroom.

An important objective of this class is to maximize each student’s opportunity to learn. You are asked to show respect, be courteous and considerate of each other at all times. Disrespectful or disruptive behaviors will not be tolerated. Use of inappropriate behavior or language can result in dismissal from class.

This is a self-directed course. It is up to the students to manage their time appropriately. **It is not acceptable to turn in all of your work at once. Any attempt to do so will result in an F for the course.** Students must work steadily on the course assignments; if no progress has been recorded for any two-three week period, the instructor has the option to DROP THE STUDENT FROM THE COURSE.
 All course work is due before but no later than the final day of classes (December 11, 2015) DEPENDING ON YOUR START DATE.

Last Date to Change to Audit Status or to Withdraw with a W Grade: November 12, 2015.

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/Program Director, the Dean, 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.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Tentative Class Schedule

- Week 1 *Module 10: Advanced Business Correspondence (Lessons 56-60)*
56 Memos: Read pages 263 (Page 265, 56-d1 thru 56-d3).
57 Letter Review Read pages 267-270 (Page 271, 57-d1 thru 57-d4)
58 Special Letter Parts: Read pages 273-275 (Page 276, 58-d1)
59 Multiple Page Documents: Read pages 277-280 (Page 281, 59-d1)
60 Hess Office Park Assessment (Page 283, 60-d1 thru 60-d4)
- Week 2 *Module 11: Documents with Tables and Graphics (Lessons 61-69)*
61 Table Tools: Read pages 287-289 (Page 290 61-d1 thru 61-d3)
62 Table Commands: Read pages 292-293 (Page 294 62-d1 and 62-d2)
63 Table Functions: Read pages 297-299 (Page 300 63-d1, 63-d4 and 63-d5)
64 Graphics Review: Read pages 302-306 (Page 306 64-d1)
65 Graphic Features: Read pages 308-309 (Page 65-d1)
66 Document Backgrounds: Read pages 312-315 (Page 316 66-d1)
67 Documents with Columns and Graphics: Read pages 317-319 (Page 320 67-d1)
68 Hess Office Park (Page 323 68-d2)
69 Assessment: 69-d1, 69-d2
- Week 3 *Module 12: Reports (Lessons 70-75)*
70 Review Reports: Read pages 331-334 (Page 335 70-d1)
71 Report with Section Breaks: Read pages 338-343 (Page 344, 71-d1)
72 Report with Preliminary Pages: Read pages 347-350 (Page 350, 72d-1)
73 Report Features: Read pages 353-354 (Page 356, 73-d1, 73-d2)
74 Productivity Tools for Reports: Read pages 358-(Page 359 74-d1)
75 Hess Office Park: Read page 361 (Page 362, 75-d1 thru 75-d4)
- Week 4 *Module 13: Mail Merge (Lessons 76-80)*
76 Mail Merge: Read pages 367-372 (Page 373, 76-d1)
77 Edit the Data Source: Read pages 376-379 (Page 380, 77-d1 thru 77-d3)
78 Merge with Envelopes and Labels: Read pages 382-383 (Page 384, 78-d1)
79 Hess Office Park: Read pages 416-418 (Page 387 79-d1)
81 Assessment: 80-d1 and 81-d2
- Week 5 *Module 14: Hess Pet Center 1 Assessment*
14-d1 thru 14-d3 and 14-d5 thru 14-d10
Turn is first half of portfolio
- Week 6 *Module 15: Meeting, Travel and News Documents (Lessons 84-88)*
84 Agenda with Comments: Read pages 407-408 (Page 409, 84-d1 and 84-d2)
85 Minutes with Track Changes: Read pages 410-414 (Page 414, 85-d1)

86 Itinerary: Read pages 418-420 (Page 420, 86-d1 thru 86-d3)
87 News Releases: Read page 423 (Page 423, 87-d1 thru 87-d2)
88 Hess Office Park: Read pages 425-426 (Page 426, 88-d1, 88-d4, 88-d5)

Week 7 *Module 16: Employment Documents (Lessons 89-93)*

89 Job Search Strategies: Read page 431 (Page 431, Drill 1, 89-d1 and 89-d2)
90 Resumes: Read pages 435-437 (Page 438, 90-d1, 90-d2 and 90-d3)
91 Social Media and Employment Letters: Read pages 442-445 (Page 446, 91-d2 thru 91-d5)
92 Hess Office Park: Red page 448 (Page 449, 92-d1 thru 92-d3)
93 Assessment Modules 15 and 16 (Page 452, 93-d1 thru 93-d4)

Week 8 Module 19: Hess Pet Center II Assessment: Page 506
19-d1 thru 19-d11

Turn in Completed Portfolio

Instructor reserves the right to change any aspect of the course.

Flex Lab Hours, Fall 2015

MW: 9:00 am – 3:00 pm, 5:30 pm – 8:00 pm

TTH: 9:00 am—4:00 pm

Fridays: 9:00-3:00 pm

Saturdays 9:00-Noon except Holiday Weekends