

CASPER COLLEGE COURSE SYLLABUS
CMAP 1715 N1 – Word Processing

Semester/Year: Fall 2015

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: BU210

Office Phone: 268-2700

Email:
wheatley@caspercollege.edu

Call during office hours.
You may leave a message
on my voice mail. Please
send all e-mail through the
Moodle site.

Office Hours:

MW 11:15-12:00 p.m.

T 10:15-12:30 p.m., 1:45-2:45 p.m.

TH 11:15 a.m.-12:30 p.m.

I'm also available on MW when I work in the FlexLab (BU404) from 12:00-3:00,
and in the FlexLab on F from 9:00-12:00. Please come by if you have questions
or need help with Moodle.

Others by appointment

Course Description:

Will cover 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. Extra laboratory work may be required. A keyboarding speed of 30 wpm is needed to succeed. Completion of CMAP 1700, CMAP 1705 and CMAP 1710 (for a total of 3 credits) is equivalent to CMAP 1715.

Statement of Prerequisites: Keyboarding skills necessary.

Goal: Upon successful completion of this course, students will demonstrate the ability to effectively use a word processing program at basic, intermediate, and advanced levels.

Outcomes:

The course objectives for this class are tied to the following Casper College General Education outcomes:

3. Solve problems using critical thinking and creativity
6. Use appropriate technology and information to conduct research

Course Objectives:

The successful student will solve problems using critical thinking and creativity, and will use appropriate technology and information to complete tasks. Specifically, successful completion of this course will enable students to:

- Create, print, and edit Word documents
- Format characters, paragraphs and documents
- Use the Help feature of Word
- Create, edit and format tables
- Enhance documents with special Word features
- Become familiar with Word themes and fonts
- Create footnotes, endnotes, headers and footers
- Insert, resize and crop graphics
- Create, print, and edit Word documents using templates
- Create a template
- Customize document themes and styles
- Create an outline and table of contents
- Work with multiple headings
- Create form letters, mailing labels, and a list using the Word mail merge feature
- Design and create a template with formatted text and graphics
- Create a watermark
- Create columns of different width and text boxes
- Automate tasks using macros
- Design and create on-screen forms
- Use formulas in a table
- Create master documents and subdocuments
- Create an index with cross-referencing and a table of contents

Methodology:

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.

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 these areas:

1. **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. Lab 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.

2. **Quizzes over Microsoft Word 2013 which will be taken through Moodle**

3. **Final Project**

Questions and Extra Credit – You may earn extra credit by answering other students' questions. There is a topic called "Questions" in the class discussion boards. If you have a question, you may post it in that topic. The first student to answer the question correctly will receive 5 points of extra credit. The question may be about the application, how to submit assignments, page numbers, etc. Of course assignments answers should not be given here – this is a section for questions of clarification.

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.

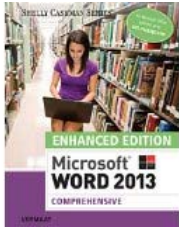
Because of the concentration of subjects and exercises, the student should take care not to fall behind. The student may, of course, work ahead. Any student having questions about the class or the subject matter is encouraged to contact the instructor immediately. Also contact the instructor if you're 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 90-100% B 80-89% C 70-79% D 60-69%

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

Required Text, Readings, and Materials:



Enhanced Edition Microsoft Word 2013 Comprehensive Shelly Cashman Series

- **ISBN-13:** 9781305507210

If you do not have access to Microsoft Word 2013 at home, you should know that it is available in the Casper College Computer labs. See the CC homepage for lab hours.

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: 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 to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Chair/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 for more information on this topic.

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. This is also, where you will find course evaluation links during course evaluation periods.

Proposed Outline of Course Content (instructor may modify)

Course content detail is on our Moodle page

Week 1 - Chapter 1

Week 2 - Chapter 2

Week 3 - Chapter 3

Week 4 - Chapter 4

Week 5 - Chapter 5

Weeks 6 and 7 - Chapter 6

Week 8 - Chapter 7

Week 9 - Chapter 8

Week 10 - Chapter 9

Weeks 11-12 Chapter 10

Weeks 13, 14, and 15 - Chapter 11

Week 16 - Final Project