

CASPER COLLEGE COURSE SYLLABUS  
**CMAP 1700: Word Processing I**

Semester/Year Fall, 2015		
<b>Lecture Hours: .5</b>	<b>Lab Hours: 1</b>	<b>Credit Hours: 1</b>
<b>Class Time: Flex Lab</b>	<b>Days: M-F. Saturdays as posted</b>	<b>Room: BU 404</b>
<b>Instructor's Name: Marjorie Anderson</b>		
<b>Instructor's Contact Information:</b>	<b>Office Location: BU 404C</b>	<b>Email: manderson@caspercollege.edu</b>
<b>Office Hours: Flex Lab TTH 1-4 F 1-3</b>		

**Course Description:** The following techniques will be presented: additional editing and formatting skills, some DOS features, page numbering, boilerplates, special printing effects, math maneuvers, merge printing of form letters and envelopes, and producing mailing labels. Extra laboratory work may be required. Keyboarding ability.

**Statement of Prerequisites:** CMAP 1700: Word Processing I or permission of the Flex Lab instructor.

**Goal:** Upon successful completion of this course, students will demonstrate the ability to effectively use intermediate word processing skills by customizing documents and working with templates. Students will create multiple letters using mail merge, learn how to collaborate with others to edit documents and create web pages using Word.

**Objectives and Outcomes:** Successful completion of this course will enable students to:

- 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 mail merge feature of Word

**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.

**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. Quizzes will be given following the completion of two tutorials and you will be expected to complete a final exam project. Your final grade will be weighted as follows:

- 35% Homework assignments
- 30% Quizzes
- 25% Final Exam/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.

Grades are calculated using a grading software program to allow for the above categories and their associated weights. You will receive a midterm and final grade for the course. If you submit files through Moodle, your grade will be recorded in Moodle but keep in mind the grades you see in Moodle do not reflect the subjective factor of your grade or the category weights. 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:**



- *New Perspectives on Microsoft® Word 2013, Introductory, 1<sup>st</sup> Edition, Zimmerman, Zimmerman, and Shaffer, Course Technology, 2011, ISBN-10: 285091140 OR ISBN-13: 9781285091143*
- USB Flash drive to save your work
- Data files (available in Flex Lab or online)

**Turning in 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. 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.

**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 will 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 by working quietly in class. You are required to show respect to your instructor and fellow classmates—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.

**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.

**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:** 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](mailto: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	Read Tutorial 5 before class Complete the chapter exercises, Review Assignment (RA) and Cases 1 and 3 Submit all work including chapter exercises
Weeks 2-3	Read Tutorial 6 before class Complete the chapter exercises, RA, and Cases 1 and 3 Complete Quiz 1 over Tutorials 5 and 6 DO NOT CREATE ENVELOPES
Week 4	Read Tutorial 7 before class Complete the chapter exercises, RA, and Cases 1-2 Complete Quiz 2 over Tutorial 7
Week 5	Final exam: Production test...see instructor for details

**Labeling your assignments:** Each assignment should include your name, the tutorial #, and the name of the assignment. Unlabeled assignments will not be graded.

**Example:** Student Name Tutorial 5, Case 2, Step #4

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

**Flex Lab Hours, F15**  
MW: 9:00 am – 3:00 pm  
TTH: 9:00 am—4:00 pm  
MW: 5:30 pm – 8:00 pm  
Fridays: 9:00-3:00  
Saturdays 9:00-Noon except Holiday Weekends

NOTE: ***Chapter exercises*** are the step-by-step exercises found in the reading of each chapter. You must complete these exercises and turn them in as part of your assignment. You then need to complete the Review Assignment and the assigned cases. Be sure to complete only the assigned cases. No credit will be given for completing cases that are not assigned.