SPRING 2013
COMPUTER APPLICATIONS 84
WORD PROCESSING
Section #7010

Instructor: Ms. Woodmansee
Class: Monday & Wednesday 11:30 a.m. – 1:50 p.m.

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Office Location: Inst. Bldg. #18

Office Hours:	Monday & Wednesday	3:00 – 3:45 p.m.
	Tuesday & Thursday	1:50 – 3:45 p.m.

Text:

Rutkosky, *Microsoft Word 2010 Levels 1 and 2* (ISBN 978-0-76384-299-4).

Supplies:

Course syllabus, USB Flash Drive, printer card, and #10 envelopes.

Description:

Computer & Office Applications 84 provides hands-on instruction on basic through advanced formatting using MS Word.

Student Learning Outcomes:

As a result of students taking CAOT 84, students will demonstrate the ability to create, format, and edit Microsoft Office Word documents including specialized tables, indexing, formatting, customizing, and merging documents. Assessment will include practical exams on the computer.

Objective:

Upon completion of the course, students will be able to apply Word commands to all word processing activities.

Student Conduct:

- Attendance: It is important that you attend class. You are expected to attend class and are responsible for assigned course work. Arrive on time and don't leave early.

  If you have more than three absences, you may be dropped from your class on your fourth absence.

  If you stop attending a class or wish to drop a class, you must drop the class yourself – OFFICIALLY – before the drop deadline. If you do not drop by the deadline, your name will appear on the grade roster at the end of the semester, and it will result in a grade of F in that class.

  A new policy has gone into effect that limits all students to just three chances at a particular course. This includes W's as well as D's or F's, and in order to avoid a W, students must drop before the census date at the beginning of the third week. See class calendar for deadline.

- Lecture attendance is required.

- Turn cell phones and any other electronic devices off during class time.

- Food and/or drinks are not permitted in the classroom.

- Respect everyone in the class; disrespectfulness will not be tolerated.

- Cheating Policy: Cheating constitutes academic dishonesty. Each student is responsible to do his/her own work on assignments and on tests. Any cheating will be dealt with as severely as College policy allows. Penalty ranges from no credit for the assignment to exclusion and/or an "F" grade for the course. Any instance of academic dishonesty will significantly affect the grade of all individuals involved and will be reported to the administration. The use of any electronic devices during an exam is prohibited.

Requirements:

- Projects in each chapter should be completed, saved on the USB drive, but not printed.

- Concepts Check questions (located at the end of each chapter) will be printed and submitted on the assignment sheets. Turn the assignment sheet in when you have finished the chapter assignments.

- Skills Check Assessments (located at the end of each chapter) should be completed and submitted for each chapter according to the syllabus and class calendar. We will be using Etudes to submit each chapter Skills Check Assessments.

- Students must successfully complete all applicable requirements prior to the appropriate test. Chapter work will not be accepted after the test.

Grading:

Grading will be based on each chapter Skills Check Assignments and Performance Assessments (425 points), three Tests (100 points each), and the Final Exam (200 points), for a total of 925 points possible.

The final grade will be based on the following points:

832 - 925	A	(90-100% of 925)
740 - 831	B	(80-89% of 925)
647 - 739	C	(70-79% of 925)
555 - 646	D	(60-69% of 925)
Under 555	F	(59% and below)

Your grade will be visible in the Etudes Gradebook.

Class Calendar Spring 2013:

Week 1:	2/4	Introduction Level 1 – Chapter 1
Week 2:	2/11	Level 1 – Chapter 2
Week 3:	*2/18	Level 1 – Chapter 3 2/18 – Last day to drop without receiving a "W" with refund
Week 4:	2/25	Level 1 – Chapter 4 Level 1 Unit 1 Performance Assessments
Week 5:	3/4	Test 1 – Chapters 1 – 4 Level 1 – Chapter 5
Week 6:	3/11	Level 1 – Chapter 6
Week 7:	3/18	Level 1 – Chapter 7
Week 8:	*3/25	Level 1 – Chapter 8 Level 1 Unit 2 Performance Assessments
March 28 – April 5		Spring Break
Week 9:	4/8	Test 2 - Level 1 Test (Chapters 1 – 8) Level 2 – Chapter 1
Week 10:	4/15	Level 2 – Chapter 2
Week 11:	4/22	Level 2 – Chapter 3
Week 12:	4/29	Level 2 – Chapter 4 Last Day to Drop with a "W" 5/3 – In Person, 5/5 – Internet

Week 13:	5/6	Level 2 Unit 1 Performance Assessments
Week 14:	5/13	Level 2 – Chapter 5
Week 15:	5/20	Test 3 - Level 2 Test (Chapters 1 – 5) Level 2 – Chapter 7
Week 16:	*5/27	Final

*No Class:
2/15-2/18 – President's Day
3/28-4/5 – Spring Break
5/27 – Memorial Day