

SPRING 2014  
COMPUTER APPLICATIONS 84  
WORD PROCESSING  
Section #7010

Instructor: Ms. Woodmansee

Class: Monday & Wednesday 1:20 p.m. – 3:45 p.m.

E-Mail Address: [JWoodm@hotmail.com](mailto:JWoodm@hotmail.com)

Website: [www.lamission.edu/~woodmajw](http://www.lamission.edu/~woodmajw)

Office Telephone: (818) 364-7848

Office Location: Inst. Bldg. #18

Office Hours:	Monday & Wednesday	8:55 a.m. – 9:25 a.m. & 3:45 p.m. – 4:45 p.m.
	Tuesday & Thursday	3:30 p.m. – 4:45 p.m.

Text:

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

Supplies:

USB Flash Drive and printer card.

Description:

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

Objective:

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

### 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.

### 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 do not 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 ONLINE– OFFICIALLY - on or before May 11, 2014. Failure to do so will result in a grade of "F" in the class.

There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. In order to avoid a W, students must drop before February 23, 2014.

- Lecture attendance is required.
- Turn cell phones and any other electronic devices on vibrate during class time. No texting is allowed during class.
- Food 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 exams. 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. The use of any electronic devices during an exam is prohibited.

### Student E-Mail at LACCD Website

All students have an e-mail account that can be accessed through the LACCD Website at [www.laccd.edu](http://www.laccd.edu). Log in with your student ID and your password (month and date of your birthday). Click on Main Menu. Click on Assigned Student E-Mail Address. You will then see messages and reminders.

You can forward your LACCD e-mail to your personal account.

### Requirements:

- Projects in each chapter should be completed and saved on the USB drive.
- 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 assignments prior to the due date in Etudes. Late work will have 5 points deducted for each week late.
- Log into Etudes at [www.myetudes.org](http://www.myetudes.org).

### 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 2014:

Week 1:	2/10 & 2/12	Introduction Level 1 – Chapter 1
Week 2:	*2/19	Level 1 – Chapter 2 Last day to drop without receiving a “W” with refund 2/21 – In Person, 2/23 – Internet
Week 3:	2/24 & 2/26	Level 1 – Chapter 3
Week 4:	3/3 & 3/5	Level 1 – Chapter 4 Level 1 Unit 1 Performance Assessments
Week 5:	3/10 & 3/12	Test 1 – Chapters 1 – 4 Level 1 – Chapter 5
Week 6:	3/17 & 3/19	Level 1 – Chapter 6
Week 7:	3/24 & 3/26	Level 1 – Chapter 7
Week 8:	*4/2	Level 1 – Chapter 8 Level 1 Unit 2 Performance Assessments
	April 7 – April 13	Spring Break
Week 9:	4/14 & 4/16	Test 2 - Level 1 Test (Chapters 1 – 8) Level 2 – Chapter 1
Week 10:	4/21 & 4/23	Level 2 – Chapter 2
Week 11:	4/28 & 4/30	Level 2 – Chapter 3
Week 12:	5/5 & 5/7	Level 2 – Chapter 4 Last Day to Drop with a “W” 5/9 – In Person, 5/11 – Internet**
Week 13:	5/12 & 5/14	Level 2 Unit 1 Performance Assessments
Week 14:	5/19 & 5/21	Level 2 – Chapter 5

Week 15:	*5/28	Test 3 - Level 2 Test (Chapters 1 – 5) Level 2 – Chapter 7
Week 16:	6/2 6/4	Level 2 – Chapter 7 (Continued) Final

\*No Class:

2/14 - 2/17 – President's Day

3/31 - Cesar Chavez Day

4/7 - 4/13 – Spring Break

5/26 - Memorial Day

5/27 – Non-Instruction Day

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