

Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: WORD PROCESSING APPLICATIONS

Course Number: CINS 204

Lecture hours: 3

Lab Hours: 0

Credit Hours: 3

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: This course provides a comprehensive presentation of the current version of Microsoft Word. In addition to getting started with Word, topics include editing, formatting, and enhancing documents with tables and graphics; share, compare, and document using workgroups, collaboration, comments and references; advanced features such as templates, and mail merges; desktop publishing; expert user features such as forms, document protection and web publishing. *This course prepares students for the MOS Word Exam.*

Prerequisites: CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval.

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

1. Demonstrate the fundamentals of Microsoft Office Word.
2. Demonstrate proficiency by editing and formatting a Word document.
3. Enhance a document with the insertion of tables and graphics.
4. Properly document reference sources.
5. Use mail merge to create form letters.
6. Use desktop publishing features of Word to create a document.
7. Create an electronic form.
8. Use Word to create a Web page.
9. Demonstrate the proper procedures to create word processing documents suitable for coursework, professional purposes, and personal use.
10. Be more productive by being able to employ Microsoft Office Word as a productivity tool.
11. Take the Microsoft Certification Exam for Word.

Assessment Measures: To be provided by College Campus

Library Resource Center:

The Delta Library and Learning Resource Center is committed to providing quality information and learning resources and services, including technology, in supporting the overall mission of Louisiana Delta Community College and its commitment to lifelong learning.

Special Accommodations:

Louisiana Delta Community College complies with Section 504 of the Rehabilitation Act, as well as the Americans with Disabilities Act. Students with disabilities who attend the Monroe campus may make a request by contacting the Director of Counseling and Disability Services (See College Directory for contact information.) at the beginning of each semester. Reasonable accommodations will be attempted for students with documented disabilities. If an impairment is identified later in the semester, a non-retroactive accommodation plan will be developed. Students at satellite campuses should contact the Coordinator of Student Affairs at their particular campus.

Title IX:

Louisiana Delta Community College is committed to protecting the rights of students, which includes compliance with Title IX requirements. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. Students with Title IX concerns should contact the College's Title IX Coordinator (See College Directory for contact information.) Students are required to complete Sexual Assault Awareness and Prevention Online Training. Access to this online course will be sent out through the Delta email account.

Student Code of Conduct:

Louisiana Delta Community College encourages an environment of academic integrity and mutual respect. Students should read and follow both academic and behavioral expectations identified in the Code of Student Conduct that can be found online at www.ladelta.edu. Students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner. The Honor Code prohibits academic misconduct such as cheating, engaging in unauthorized collaboration, and plagiarism. Violations of the Code of Student Conduct may result in disciplinary action as provided in the Code. Incidents are reported through the online Student Conduct system.