

COFFEYVILLE COMMUNITY COLLEGE

COMP-190

COURSE SYLLABUS

FOR

Microcomputer Applications I: INTERMEDIATE WORD

SPRING 2005

KENDALL PAYNE
INSTRUCTOR

COURSE TITLE: Microcomputer Applications I: INTERMEDIATE WORD

COURSE NUMBER: COMP-190

CREDIT HOURS: 1 Hour

INSTRUCTOR: Kendall Payne

OFFICE HOURS: Posted on office door

OFFICE LOCATION: Weinberg Hall, Room 119

TELEPHONE: 251-7700 Ext. 2126, leave message

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E-mail both addresses

PREREQUISITE: Microcomputer Applications I: Introductory Word or basic word processing experience

REQUIRED TEXT AND MATERIALS Mastering and using Microsoft Word 2002
Napier & Judd
Course Technology, 2002

COURSE DESCRIPTION:

This course is designed to cover the intermediate concepts of word processing using Microsoft's WORD 2003 word processing program. Some of the topics that will be covered in this course include styles, section breaks, newspaper columns, tables, page borders, envelopes and labels, subscripts, superscripts and inserting of special symbols into text. This course is designed to follow the introductory course in word processing and prepare the student for the advanced course.

EXPECTED LEARNER OUTCOMES

1. Apply styles to text in a word processing document and demonstrate how to create styles
2. Understand section breaks and demonstrate how to create section breaks
3. Demonstrate how to create documents using newspaper columns
4. Demonstrate how to create tables and incorporate them into a word processing document
5. Incorporate the use of special symbols in a word processing document.
6. Incorporate the use of subscripts and superscripts into a word processing document.
7. Demonstrate how to insert page borders into a word processing document
8. Demonstrate how to print envelopes and labels
9. Learn how to insert text boxes in a word processing document
10. Demonstrate how to include AutoShapes into a word processing document.

LEARNING TASKS AND ACTIVITIES

2/17	Styles, page borders, subscripts and superscripts
2/24	Tables
3/3	Text boxes and newspaper columns
3/10	Envelopes and labels
3/17	AutoShapes and special symbols, WORD 2 EXAM

ASSESSMENT OF OUTCOMES

The student will be assessed in four areas:

A. Cognitive:

Knowledge and understanding of the materials. Knowledge of all areas of material will be assessed through exams which are mainly objective in nature (Multiple Choice and Matching questions), with additional short answer/essay questions. (30% of grade)

B. Metacognition:

Each student will be required to show how they can incorporate the Cognitive aspects of this material attained from the text and lectures by answering study guide questions. These questions will represent the different levels of learning. These will be presented in written and verbal form. (20% of grade)

C. Affective

Attendance, attitude, assignments and participation in classroom discussion and exercises. (20% of grade)

D. Performance and Skills

The performance and skills learned in this course will be demonstrated and evaluated in the computer lab (30% of grade)

GRADING POLICY

Semester grades will be based upon:

1. Lab Projects
2. Written Homework
3. Final Exam

LAB EXERCISES: Lab projects will makeup 60 percent of the total grade.

Each assignment will have a due date. Each assignment must be turned in by the due date & time given. A box will be provided for assignments. You will place your assignments in that box when you have completed them. **PLEASE INCLUDE THE CORRECT FORMAT GIVEN TO YOU BY YOUR INSTRUCTOR.** Any assignment not turned in by the due date will not be accepted.

You will be given some class time to work on assignments in class. However, if you are not able to complete those assignments within that time, you will be expected to work outside class to get them completed.

Students may have to spend extra time in the lab to complete assignments.

DO NOT PRINT WHILE AN INSTRUCTOR IS LECTURING!

LAB TIME: Students may need to work extra in the lab to complete the assignments. In order to learn how to use the computer and software a student must spend time in the lab.

LAB HOURS: **As posted outside lab door.**

HOMEWORK You will be given homework to do each class period. The homework will consist of both reading and writing assignments. Homework assignments will be worth 20 to 40 points apiece. Each assignment will be due the next class period at the beginning of class. Any assignment not turned in at the beginning of class **WILL NOT BE ACCEPTED.**

FINAL EXAM: The final exam will count as 20 percent of the total

course grade. If you cannot be present for the exam, you must notify me **IN ADVANCE** (251-7700 Ext 2126). If you are not present for the exam, and I have not heard from you **by the day of the exam**, you will not be allowed to make up the exam and will take a zero (0) for the final. The final exam will be on Thursday, March 17, 2005.

GRADING SCALE

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Lab Exercises...	300 points
Homework	100 points
<u>Final exam</u>	<u>100 points</u>
TOTAL POINTS	500 points

EXAM DATES: WORD 2 Final Exam March 17, 2005

INCOMPLETES: Incomplete grades for the semester will be given in case of emergencies and only by mutual consent of the student and the instructor.

ATTENDANCE: Each student is required to attend every class session. Only in the event of illness or an emergency will you be excused from class. All other absences will be classified as unexcused absences. In event of illness or emergency, you must notify me personally. My phone number is 251-7700, Ext. 2126. If you are not in class and I have not heard from you by the end of that day, you will be given an unexcused absence.

A summary of excused and unexcused absences is listed below:

EXCUSED ABSENCES:

- ❖ Illness
- ❖ Emergency (Personal or family related)
- ❖ Participation in a school related activity or sporting event

For those students that have to miss class due to school related activities (sports, music, etc), these absences will not count toward the three excused absences provided that their exams and/or homework are made up **prior** to missing class.

NOTE: Each student is allowed one excused absence. After the excused absence is used up, all absences become unexcused absences.

For excused absences, it is your responsibility to get in touch with me to make up any tests and/or homework. Any tests and/or homework that need to be made up must be done by the next class period. After the excused absence is used up, no tests and/or homework can be made up.

Those students that must miss class because of a school related activity must make up any exams and homework they will miss before the day they are going to miss class.

UNEXCUSED ABSENCES:

- ❖ All other absences

For unexcused absences, you will not be allowed to make up the work that you missed. THIS INCLUDES EXAMS.

OUTCOMES/COMPETENCIES FOR Microcomputer Applications I: INTERMEDIATE WORD

1. Apply styles to text in a word processing document and demonstrate how to create styles

- A. State in writing the meaning of the term STYLE
- B. Apply existing styles to text in a word processing document
- C. Create a new style and apply it to text in a word processing document
- D. Distinguish between character styles and paragraph styles

2. Understand section breaks and demonstrate how to create section breaks

- A. State in writing the meaning of the term SECTION BREAK
- B. Apply section breaks to an existing word processing document
- C. State in writing the four different types of section breaks

3. Demonstrate how to create documents using newspaper columns

- A. State in writing the importance of using newspaper columns in a word processing document
- B. Create document using newspaper columns
- C. Demonstrate how to insert clipart and images into a document with newspaper columns

4. Demonstrate how to create tables and incorporate them into a word processing document

- A. State in writing the importance of incorporating tables into a word processing document
- B. Demonstrate how to create a table
- C. Demonstrate how to insert rows and columns in a table
- D. Demonstrate how to delete rows and columns in a table
- E. Demonstrate how to merge cells in a table
- F. Demonstrate how to split cells in a table
- G. Apply formatting such as font color and background color to a table
- H. Demonstrate how to rotate text in a table

5. Incorporate the use of special symbols in a word processing document.

- A. Demonstrate how to insert the following special symbols into a word processing document
 - 1. Trademark symbol
 - 2. Copyright symbol
 - 3. Registered trademark
 - 4. Other special symbols
- B. State the importance of using special symbols in a word processing document

6. Incorporate the use of subscripts and superscripts into a word processing document.

- A. State the difference between a subscript and superscript
- B. Demonstrate how to insert a character as a subscript
- C. Demonstrate how to insert a character as a superscript

7. Demonstrate how to insert page borders into a word processing document

- A. State in writing the purpose of using page borders in a word processing document
- B. Demonstrate how to insert page borders in a word processing document using both line borders and character borders

8. Demonstrate how to print envelopes and labels

- A. Demonstrate how to set up and print an envelope using Microsoft Word
- B. Demonstrate how to set up and print labels using Microsoft Word

9. Learn how to insert text boxes in a word processing document

- A. State in writing the meaning of the term TEXT BOX
- B. Demonstrate how to insert text boxes into a word processing document
- C. Apply formatting to text boxes using Microsoft Word
- D. State the purpose of using a text box in a word processing document

10. Demonstrate how to include AutoShapes into a word processing document

- A. State in writing the meaning of the term AUTOSHAPE
- B. Demonstrate how insert an AutoShape into a word processing document
- C. Apply formatting characteristics such as font color and background color to an AutoShape