

COFFEYVILLE COMMUNITY COLLEGE

COMP-190

COURSE SYLLABUS

FOR

Microcomputer Applications I: INTRODUCTORY WORD

SPRING 2005

KENDALL PAYNE
INSTRUCTOR

COURSE TITLE: Microcomputer Applications I: INTRODUCTORY 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: None

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

COURSE DESCRIPTION:

This course is designed to introduce the concepts of word processing using Microsoft's WORD 2003 word processing program. Some of the topics that will be covered in this course are how to create a word processing document and how to enter, modify and print text. Formatting features such as boldface, italics, underlining, changing font and font size will also be covered in this course. Basic functions such as page breaks, changing margins, inserting clipart and WordArt, tabs, indents and bullets and numbering will also be covered

EXPECTED LEARNER OUTCOMES

1. Recognize the purpose of word processing and terminology associated with word processing
2. Be able to identify the different parts of the Word Processing Window
3. Create a new word processing document and enter text
4. Save, retrieve and print a word processing document
5. Apply formatting characteristics such of bold, italics,underline, font and font size to a word processing document
6. Be able to insert and delete page breaks to/from in a word processing document
7. State in writing the meaning of the term JUSTIFICATION and demonstrate how to set the four different types of justification
8. Demonstrate how to change margins in a word processing document
9. Learn how to insert clipart and WordArt into a word processing file
10. Incorporate the use of bullets and numbering into a word processing document.
11. Incorporate the use of borders and shading into a word processing document.
12. Demonstrate how to insert tabs and indents into a word processing file

LEARNING TASKS AND ACTIVITIES

1/13	Creating, editing, formatting and printing a word processing document
1/20	Margins, justification, line spacing and page breaks
1/27	Tabs, margins, headers and footers
2/3	Borders and shading, WordArt and clipart
2/10	Bullets and numbering, indents, WORD I 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, February 10, 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 I Final Exam February 10, 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: BEGINNING WORD

1. Recognize the purpose of word processing and terminology associated with word processing

- A. State in writing what word processing is
- B. Explain how word processing is used in business
- C. Differentiate between a soft return and a hard return
- D. State in writing the meaning of the term WORDWRAP
- E. Give two advantages to using word processing

2. Be able to identify the different parts of the Word Processing Window

- A. Identify the Title Bar
- B. Identify the Menu Bar
- C. Identify the Standard Toolbar and know what important icons appear there
- D. Identify the Formatting Toolbar and know what important icons appear there
- E. Identify where the Ruler is and what it is used for
- F. Identify where the scroll bar parts can appear on the window
- G. Identify the Status Bar and know what it is used for

3. Create a new word processing document and enter text

- A. Know how to open a Word Processing Document using MS WORD
- B. Demonstrate how to type text into a word processing document

4. Save, retrieve and print a word processing document

- A. Demonstrate to save and exit a word processing document
- B. Demonstrate how to open a word processing document
- C. Demonstrate how to save and replace a word processing document
- D. Demonstrate how to print a word processing document

5. Apply formatting characteristics such of bold, italics,underline, font and font size to a word processing document

- A. Demonstrate how to boldface text
- B. Demonstrate how to italicize text
- C. Demonstrate how to underline text
- D. State in writing the meaning of the term FONT
- E. Show how to set a font in a word processing document
- F. Show how to set the font size in a word processing document
- G. Differentiate between serif and san serif fonts

6. Be able to insert and delete page breaks to/from in a word processing document

- A. Differentiate between a soft page break and a hard page break
- B. Demonstrate how to insert a hard page break into a document
- C. Demonstrate how to delete a hard page break from a document

7. State in writing the meaning of the term JUSTIFICATION and demonstrate how to set the four different types of justification

- A. State in writing the meaning of the term JUSTIFICATION
- B. Know the four different types of justification used in Microsoft Word
- C. Demonstrate how to set each of the four types of justification

8. Demonstrate how to change margins in a word processing document

- A. State in writing the meaning of the term MARGIN
- B. State in writing the default margins that are used in Microsoft Word
- C. Demonstrate how to change margins in a Microsoft Word document
- D. Differentiate between a header and footer
- E. Demonstrate how to insert headers and footers

9. Learn how to insert clipart and WordArt into a word processing file

- A. Demonstrate how to insert a clipart image into a word processing document
- B. Demonstrate how to insert WordArt into a word processing document
- C. State in writing the difference between clipart and WordArt

10. Incorporate the use of bullets and numbering into a word processing document.

- A. Differentiate between bullets and numbering in word processing
- B. Demonstrate how to create numbered data items
- C. Demonstrate how to create bulleted data items

11. Incorporate the use of borders and shading into a word processing document.

- A. Demonstrate how to place a border around a section of text
- B. Demonstrate how to shade a highlighted section of text

12. Demonstrate how to insert tabs and indents into a word processing file

- A. Demonstrate how to insert tabs using the ruler
- B. Demonstrate how to insert tabs using the menu
- C. State in writing the four different types of tabs used in word processing
- D. State in writing the three different types of dot leaders used in word processing
- E. Demonstrate how to insert dot leaders using the menu

