

CPT 179 Course Syllabus

(Please print this syllabus.)

Course Title: Microcomputer Word Processing Applications
Credit Hours: 3 credits
Prerequisites: CPT 170 or CPT 101 and keyboarding skills of 25 net words per minutes

Course Description:

This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents. Emphasis is placed on functions for acceptable document formatting and processing. Microsoft Word 2007 is used in this course.

Required Textbook and Other Materials:

1. Microsoft Word 2007, Signature Series, by Nita Rutkosky and Audrey Rutkosky Roggenkamp, EMCParadigm, 2008.
2. An ISP (Internet Service Provider).
3. Netscape 4.05 to 4.7x or MS Internet Explorer 5.0 or higher.
4. Computer capable of running Microsoft Office 2007.
5. Microsoft Office 2007 software.
6. Storage Media. A USB (Universal Serial Bus) device is recommended for storage of course work.

Instructor Information:

Name: Christie Stoddard
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Office Numbers: 803-822-3597
Office Hours: Office hours are by appointment only.
Office Location: Airport Campus, Congaree Hall Building, Room 134
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Course Objectives:

Upon successful completion of this course, you will be able to use Microsoft Word 2007's features to perform the follow tasks:

1. Create, edit, and print documents of varying complexity applying appropriate formatting elements and styles.
2. Add graphics, tables, and other visual elements to enhance written communication.
3. Manipulate data by sorting and selecting; managing lists; managing page numbers, headers, and footers; and merging documents.

Grading:

This course is taught by the Information Systems Technology (IST) department. The IST's departmental grading scale may be different from your department's grading scale. The grading scale for this class is as follows:

A	94 - 100
B	87 - 93
C	78 - 86
F	77 and below

Your final grade will be calculated as follows:

Average of Test Assignments	60% of grade
Average of Chapter Assignments	40% of grade

No incomplete grades will be issued without the approval of the IST department head. All students in the Business and IST departments must earn a grade of C or better in this class in order for the course to be counted toward graduation.

No extra credit assignments are given. Do not ask your instructor for extra credit assignments to bring up your grades.

Grading of Unit Tests:

You will not need to come to campus to take your tests. Tests come from the Unit Performance Assessment exercises at the end of each unit, and the tests are not timed. Your instructor will tell you which exercises to submit for each test, and she will select three or more exercises from the exercises submitted to grade. Tests are due by 11:59 p.m. on the due dates. Test assignments may be submitted prior to their due dates. After the due date, the Dropbox closes and you will no longer be able to submit your assignment. Make sure that you do not miss a test deadline. You cannot pass this course with if you make a zero on a test assignment. Each test exercise is graded separately, and the grades are averaged for a single test score. An exercise done correctly will receive a score of 100. Please note the following point deductions:

Incorrect software usage	10 to 20 points each
Formatting errors	5 to 10 points each
Failure to follow instructions	5 to 10 points each
Typographical errors	5 points each

Have your test notes in front of you as you complete your test. Sometimes your instructor adds additional requirements to the exercises, and you may forget unless you do have your test instructions

in front of you. You may not retake tests. Do not ask your instructor for second opportunities on tests or for extra credit opportunities.

You must turn in all your chapter assignments for the units prior to submitting your test assignments. Your instructor will not evaluate the chapter assignments once you have submitted your test for that unit. The chapter assignments prepare you for the unit test assignments; therefore, please read your instructor's feedback on the chapter assignments so that you do not make the same types of errors on your test assignments.

Please understand that the major portion of your grade (60%) comes from the four unit tests. The tests are not timed; therefore, you should allocate ample time to take your tests. Students cannot afford to miss the deadline! Your instructor suggests that you schedule two days for taking tests: One day to key your test, spell check, proofread, and print it. The next day to review your work and to do some "serious" proofreading. Your instructor provides the following proofreading tips:

Proofreading Tips:

1. Check your formatting. (Refer to Appendix B for memos and Appendix C for letters.)
2. Check your instructions. Make sure that you followed each step in the directions. Also, check the tests notes again to make sure that you did not miss any additional instructions she may have given you.
3. Check your printout "word for word" against the textbook's copy. The textbook's copy is correct. Make your copy match the textbook with the exception of line endings. Your line endings will not be the same as the textbook's lines. Let the software word wrap your lines for you. Press ENTER only at the ends of paragraphs--not lines.
4. Slowly read your copy aloud sounding each syllable to make sure the words are correct and make sense.

Grading of Chapter Assignments:

You will submit exercises for evaluation from each chapter to show your knowledge of the concepts presented in the chapters and to prepare you for your unit tests. Your instructor will not deduct points for typographical errors on your chapter assignments. She will evaluate your work based on the following criteria: (1) Was the software used correctly? (2) Were the instructions followed? (3) Was the document formatted correctly? (Refer to Appendix B for memos and Appendix C for letters.)

Chapter assignments are due by 11:59 p.m. on the due date. The chapter assignments may be accepted prior to their due date. The Dropbox closes after the due date, and you will no longer be able to submit your assignment. Do not miss deadlines. The chapter exercises, regardless of the number of exercises submitted, are graded as one unit. Chapter assignments done correctly will receive a score of 100. Please note the following point deductions:

Incorrect software usage	10 to 15 points each
Failure to follow instructions	5 to 10 points each
Formatting errors	5 to 10 points each

In order to learn Word's special features of the software, you must complete all the exercises in the chapters--not just the exercises submitted for evaluation. There are no short cuts. Your instructor will know from the assignment that you submit if you have done the tutorial exercises. Your instructor reserves the right to ask for any and all of the chapter exercises; therefore, you must save all your files until you receive your chapter assignment grades and read your instructor's comments. Once you have read your instructor's comments and are sure that you do not need to submit additional files, you may delete your chapter files. If your instructor determines that you have not mastered the concepts presented in a chapter or have not done the tutorial exercises in the chapter, she will issue a grade of "0." In her comments to you, she will outline the steps you need to follow to obtain a more appropriate grade. All requests are accompanied by a two-day deadline, so check the website daily and read your instructor's comments to ensure that you do not miss opportunities and deadlines.

Bookmark DSL on Your Computers:

Please bookmark the D2L web address on your computer so that you can quickly access your course without keying the web address each time or going to Midlands Technical College's website to access the D2L link. Please feel free to bookmark any of the MTC computers that you use with this address as well.

Post Assignment Due Dates on Your Calendar:

After studying this syllabus, you will be asked to print a list of your Assignment Due Dates for the semester. Post these due dates on your calendar so that you do not miss deadlines. Deadlines are very important!

Daily Lesson Procedure:

You do not need to be online with D2L as you work through the exercises in your textbook. D2L is a communication tool used to connect with your instructor. You must check D2L daily (Monday through Friday) for communications from your instructor (e-mails, announcements, and comments regarding grades), and you must respond to her requests within two days. You will use D2L to get instructions, to communicate with your instructor, to send your assignments, and to receive feedback (comments) about your assignments.

When you are ready to start on a chapter or test assignment, print the instructor's notes. The notes are located in the Contents section of the website, and these notes tell you which exercises to complete and which exercises to forward for evaluation. Have your assignment notes in front of you as you work in the textbook and upload to the Dropbox. Do not print all the notes at the beginning of the semester as your instructor sometimes adds additional information to these notes during the semester. Print the instructor's notes as you need them. Also included in the Contents section are PowerPoint presentations for each chapter created by the author of the textbook. You may find these presentations helpful as you study your chapters.

Your textbook gives instructions on naming your files and printing your documents. Your instructor would like for you to include your initials in your file names, and this process is addressed later in this syllabus. You do not need to print the exercises. You should, however, print those documents that you send to your instructor for evaluation to make sure that your formatting is correct and to have a copy in front of you as you read your instructor's comments. Regardless of whether you print your documents or not, you should always preview your documents in print preview to check for correct placement on the page.

After completing your assignments, you will need to go to DSL to upload your files. You may use the Dropbox link provided in the Content area of the website, or you may access the Dropbox from the Course Navigation Bar. You may submit your assignments before the due date. Please do not complete more than one chapter per working session. Your instructor will evaluate your chapter assignments sent ahead of schedule as she has time; however, she does not provide test assignment feedback prior to the test deadline.

Student CD Resources:

Student Data Files Packaged with the textbook is a Student Resources CD containing all the files required for completing computer exercises in the book, as well as model answers in PDF format for all the intrachapter exercises. To view the model answers and compare them with your own work, you will need Adobe Acrobat Reader installed on your computer. A free download of the software is available at <http://www.adobe.com/>. (I have also provided this link on the User Links widget on this website.) Double-click the ExerciseModelAnswers(PDF) folder, double-click the desired chapter folder name, and double-click the appropriate file name to open the file. You can view and/or print the file to compare it with your own completed exercise file. Should you lose your Student Resources CDs for your textbooks, you can obtain a copy of the student data files at www.emcp.net/SignatureWord07XP. This link is also provided on the User Links widget on the website. You will see "Student Data Files" when you "mouse over" the Computer Lab picture on the screen.

Also packaged for the textbook is a 120-day student version of Microsoft Office. Once your 120-day period has expired, you will no longer have the software nor can you add another 120-day trial version to the same computer.

Naming Your Files:

Keep your files organized in folders, and name your files as directed by your instructor (discussed in the next paragraph). On the inside back cover of your textbook, you are given instructions on how to copy the student data folders to your disk. I suggest that you copy all the student data files (at one time) to a USB drive. You will then have all the student data files at your disposal when you need them at any location (school, home, work, etc.). Leave your student data CD at home.

Store your chapter exercises in chapter folders and your test exercises in the Unit folders. Once you have received your grade for an assignment (chapter or test) and have read your instructor's feedback (comments) regarding your grade, you may delete the chapter or test folder if you wish. (Instructions on

deleting folders are contained in your textbook at the same location.) Your textbook explains how to name your files for each exercise. Follow the textbook's instructions with one addition: Add your initials before the file name given in the textbook.

Examples of File Names:	File Name Represents:
JS_C15Ex03	John Smith's Chapter 15, Exercise 03 file
CS_C2A01	Christie Stoddard's Chapter 2, Skill Assessment 01 file
MG_PA01	Mary Green's Unit 1 Performance Assessment 01 file

Attendance Policy:

This is not a self-paced class. You must submit your assignments by the due dates. Your instructor will withdraw you from this course if you miss two consecutive assignments and do not contact her. There are no exceptions to this rule. If you see that you cannot meet a deadline, contact your instructor ahead of time. Your instructor is willing to work with you to set up new deadlines when necessary; however, she is unwilling to change missed deadlines. Don't wait until you have missed the Dropbox deadline before contacting your instructor.

College Policies:

Students are expected to read the student handbook and abide by its policies. Copies of the handbook may be obtained at various locations on campus and is located on the web:

<http://www.midlandstech.edu/planner/> Academic Dishonesty: The Student Code addresses what constitutes academic dishonesty. All forms of dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes: (a) Copying from another student's paper; (b) Using materials during a test not authorized by the person giving the test; (c) Collaborating with any other person during a test without permission; (d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test; (e) Bribing any other person to obtain information about tests; (f) Substituting for another student, or permitting another student to substitute for oneself.

PLAGIARISM is the appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

Campus Emergency Protocol:

Students and employees are asked to report safety concerns or suspicious activities to Campus Security at 7199 (on campus) or 738-7199 (cell phone or off campus). In the event of an emergency, employees and/or students should immediately call Campus Security or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, campus loud speakers, MTC Alerts!

(http://www.midlandstech.edu/Phone_Alert.htm), voice mail, e-mail, college Intranet, and the MTC website homepage.

Inclement Weather Policy:

In the event weather conditions or other emergencies cause the closing or a delayed start of Midlands Technical College, announcements will be made over local radio and TV stations, on the MTC Web site, and on the college's information line (803-738-8234). Notices will be sent to students via Campus Cruiser Mail when applicable. Separate announcements may be made for day and evening classes as weather conditions change during the day. If the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 a.m. in TTH, classes that normally meet at 8:00 a.m. will not meet, but classes beginning at 9:30 a.m. will meet. If the college closes at 8:00 p.m., 6:00 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet since there are fewer than 30 minutes remaining in class.

Student E-Mail Accounts:

All MTC students are assigned a college e-mail account upon admission to the college. This account is called "Campus Cruiser Mail." Campus Cruiser Mail is the primary mode by which the college communicates with students. Students are responsible for checking their college e-mail on a regular basis for important information and announcements about registration, financial aid, cancelled classes, emergency announcements and other notices. Students can use their college e-mail accounts to communicate with faculty, staff, fellow students, and others, in support of their educational pursuits. In addition to e-mail, students will also have access to maintaining personal calendars and "tasks lists" through their Campus Cruiser e-mail account.

Student Evaluation of Instruction:

Students have the opportunity to evaluate this course. The confidential evaluation process is conducted through MTC Online using the individual student's username and password. Announcements will be made during the term concerning how and when to complete the online evaluation. Students are encouraged to participate in this process.

Students Requiring Special Accommodations:

If special accommodations are needed for a student with a disability, the student should go to Counseling Services on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. Confidentiality of information received will be maintained.

Class Rules:

You must know and understand the class rules outlined below:

1. You must use Office 2007. Assignments done in lower versions of the software will not be accepted.
2. You are responsible for knowing due dates, grading procedures, and class rules.

3. You must check D2L Monday through Friday for communications from my instructor and realize that instructor requests come with a two-day deadline.
4. You can submit my assignments before the due dates.
5. Your instructor will withdraw you from this course if you miss two consecutive assignments and do not contact her.

Frequently Asked Questions (FAQs):

Do I need to have Office 2007 loaded on my computer system in order to take this course?

Yes and No. If you do not have the Office 2007 loaded on your home system, then you will have to use a computer that does! You may use the computers in the Academic Success Centers (Airport -- AC 151; Beltline -- WM 110).

Do I need to be "online" with Desire 2 Learn in order to do my work in this class?

No. You use D2L to obtain your instructor's notes, to send your assignments, to receive feedback from your instructor regarding your work, and to send/receive e-mails. You do not need to be connected to D2L while you work on your assignments.

What is the deadline for uploading files to the Dropbox?

You have until 11:59 p.m. on the day of your deadline. The software automatically dates and time stamps your assignment when you place it in the Dropbox. After the Dropbox closes, you will no longer be able to submit your assignment, and you will receive a grade of 0. If you know that you cannot meet a deadline, contact your instructor before the deadline passes.

What happens if the D2L website is not working, and I have a deadline to meet?

Send to my MTC e-mail address until you can submit to D2L. Do not panic! You may e-mail your assignment to your instructor at her MTC address (stoddardc@midlandstech.edu) in order to meet your deadline. In your cover e-mail, please indicate that you understand that the assignment must be submitted through D2L's Dropbox in order for it to be graded and that you will place your assignment in the Dropbox the following day.

What happens if my computer "crashes"?

You must have a back-up plan in place! An "ill" computer is not a valid excuse. Your back-up plan may be as simple as using the open labs at the college. The lab hours change from semester to semester; therefore, you need to know where the labs are located and their hours of operation prior to needing them. Be smart and take the time NOW to locate this information before you need it.

http://www.midlandstech.edu/successcenter
Airport -- Academic Center, Room 151 -- 822-3545
Beltline -- Wade Martin Hall, Room 110 -- 738-7871

Whom do I call if I have questions?

Direct your course questions to your instructor. Either e-mail your instructor using D2L's e-mail or call her at 803-822-3597. All written communications regarding this course must take place within D2L. Sometimes a phone call is better than an e-mail. I welcome calls and visits from my students.

Direct your D2L questions to the MTC D2L hotline number 803-822-3049. Someone will be available to answer your calls from 8:00 a.m.-4:30 p.m. M-F.

You are responsible for getting assistance with software installations and/or computer problems.

Four Keys to Success in This Class:

1. Know and respect deadlines and class rules.
2. Check D2L daily for e-mails, announcements, and instructor's comments regarding your assignments.
3. Refer to your instructor's notes while working on the exercises and when submitting assignments to the Dropbox.
4. Name your files as directed by your instructor.