# CAOT-84 Word Processing – Microcomputer Office Applications, MS Word

Spring 2014. Instructor:  C. Titus.  CSU.
Office hours: Tue. 4:30-6:30 p.m. (in CE-225). E-mail: titusc@wlac.edu
College: www.wlac.edu ; Department: www.wlac.edu/csit

This course teaches Word Processing skills, including inputting, editing, formatting, & printing documents using MS Word. It presumes computer familiarity & students should have the ability to type 35 wpm. Students must arrange for 3 added hours/week on the Internet.

Learning outcomes:  As a result of completing this course successfully, the student should be able to:
1. Use Word Processing terminology accurately.
2. Use computer systems, including a printer, in order to create, save, print, and manage files.
3. Create, recall, edit, and perfect documents.
4. Perform selected advanced functions such as form letters and mail merge.

A successful pursuit of the many topics in this subject requires:
1.  Regular and on-time attendance in class. Absences over 5 hours may result in exclusion or a grading penalty. Three tardies and/or leaving class early count as an absence. It is the student's responsibility to drop any class they wish to terminate.
2.  Preparation for class and lab by studying the written materials. These include the texts, handouts, and the student's own lecture notes.
3. Regular computer lab activities using the applications programs. Several hours each week, at the student's convenience, are appropriate. This includes 3 hours in the college lab in addition to the scheduled class meeting time. Selected exercises are to be submitted as hard copy for credit. Failure to submit a significant amount of assigned work may result in exclusion.

The required materials for this class include:
1. *Microsoft Office Word 2010 Complete*, Hinkle. McGraw – Hill. ISBN 0-07-351929-6.
2. (1) Flash drive. Any capacity. (Only this class files to go on this drive.)
3. (6) narrow Scantron scoring sheets & a #2 pencil with eraser.

Grading will be based on the following:
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|---|---|
| 1. Quizzes | 20% |
| 2. Mid-term | 20% |
| 3. Specifically assigned lab exercises | 20% |
| 4. Final exam | 20% |
| 5. Attendance and participation | 20% |

Please consult the college catalog, student handbook, & schedule of classes for college rules & pertinent dates. The last date to drop any class is printed in the schedule. Unavoidable absences should be discussed with the instructor, preferably in advance. Notes &

assignments, missed due to absence, should be obtained from another student. Make-up exams/quizzes are not provided for.

Completed exams will be discussed only during the class time when the results are announced. It is in your interest to keep track of your grades & absences. Children are not permitted in class. Recording devices, beepers/pagers & other annoying devices should be turned off. Cell phones should be turned off & no cell conversations are permitted in class or labs. Final exams must be taken at the time scheduled. Please have reference materials (note, handouts, lab text) when in the lab. Please read & observe all the lab rules which are designed to benefit all students. Please also refer to the Syllabus Addendum.

All work for credit, either written or produced on the computer, must be your own. Students, of course, may work together while learning on the computer. **Save only this class's work on the flash drive & save with file names specified in the texts or by the instructor.**

Topic schedule: (Two chapters in weeks 2, 5, 9, & 10.)
<u>Week</u>
1.  Creating & Editing a Document.
2.  Formatting Characters.     Writing Tools.
3.  Formatting Paragraphs.
4.  Tabs and Tabbed Columns.
5.  Moving and Copying Text.     Find and Replace.
6.  Margins and Printing. MIDTERM EXAM.
7.  Page and Section Breaks.
8.  Page Numbers, Headers, and Footers.
9.  Styles and Themes. Templates.
10.  Tables. Advanced Tables.
11.  Columns.
12.  Graphics.
13.  Text Boxes and DTP.
14.  Smart Art and Charts.
15.  Merge. FINAL EXAM.

Numbered weeks ignore vacations. Schedule subject to changes. All lab work & tests must be your own. Printout & submit work only when directed. All work that is to be saved goes on the flash drive under the filename directed by the text or the instructor. (Some work is designed to <u>not</u> be saved and most work is <u>not</u> to be printed.)

**Emergency relocation area is in Lots 1 & 2 to the North.**                    ©01-2014 C.Titus

## Syllabus Addendum – General College/Department Resources

www.wlac.edu         College website. Financial aid, student services, class schedules info and access to *Etudes* website for online courses, etc. Quizzes/tests may be accessed using this website. Campus parking and building map is included.

www.wlac.edu/csit         Division (department) website. Degree/certificate information, scholarship/internship info, and access to free/discount downloads, etc.

www.myitlab.com         Website for textbook publisher's materials for the training, assignments, and tests used in the **CSIT-901** course. Access available only thru individual course access code supplied with the textbook kit from college bookstore. 901 students do the actual computer activities using this website. (The Instructor accesses this website to review work.)

http://wlac.gdp11.com Website for textbook publisher's storage of student assignments and tests uploaded from student's computer in the **CAOT-1** classes. Access available from installed CD supplied with the textbook kit from college bookstore. Student normally accesses this website directly by running the keyboarding program installed from the CD. (The Instructor also accesses this website to review student work.)

www.wlac.edu/transfer/index.html#honors Website for extra work/credit "honors" classes.

Course descriptions are provided in the *college catalog* available from college bookstore. District policies regarding college and student conduct are included.

Class schedules are provided in the *schedule of classes* available from the college bookstore. (More up-to-date class schedules are available from the college website.) Important dates, such as last date to drop with or without a "W", are included. Campus parking and the building map is included.

Instructor and computer lab hours will be periodically announced by the instructor in class and posted on the appropriate room doors as well as on the CAOT/CSIT webpage.

Food and drink are banned from classrooms and labs. All electronic devices are to be disabled in classroom and lab, other than the college provided computer in the lab. All student work for evaluation is to be the student's alone, except in the case of assigned group activities.

Absences in excess of one week of class time (with three tardies counting as an absence) may result in exclusion. Failure to submit assigned work in the first three weeks of class may result in exclusion. Incomplete grades are reserved for physical inability to perform the final exam (such as sudden hospitalization). It is the student's responsibility to drop classes. Last day to drop without a "W" in Spring 2013 is Feb. 14. Last day to drop with a "W" is May 3 (for semester length classes). If any question about the above information, please consult with the instructor.

### West Los Angeles College
### Institutional Learning Outcomes

1. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

2. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family, and community settings.

3. Self-awareness/interpersonal skills: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.

4. Technical Competence: Utilize the appropriate technology effectively for informational academic, personal, and professional needs.

5. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.

6. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

# Student Learning Outcomes

Course Name and Number        CAOT 84

Course Title        MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING

## Course Objectives (as stated in the Course Outline of Record)
1. Explain the course plan and the major.
2. Review MS Word basics.
3. Demonstrate and explain document production.
4. Construct various documents.
5. Examine document formatting.
6. Explain, construct and employ headers and footers.
7. Explain, construct and employ numbering and outlines.
8. Explain, construct and employ styles.
9. Create and use merge codes in form letters.
10. Construct tables.
11. Employ tables
12. Construct various documents using macros and forms.
13. Manipulate graphic elements.
14. Assemble complex documents.
15. Construct mixed documents.
16. Review, revise and edit complex documents.
17. Review advanced operations.
18. Execute final exam.