

Three Rivers Community College

Fall 2006

Syllabus

CSA 121A M-52

CRN #30400

Word Processing I

1 Credit Hour

Wednesdays, 6:30-9:15 p.m.

(10/4/06 - 11/1/06)

Mohegan Campus - Room 310

Instructor:	Betti Gladue
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Office Location:	Mohegan Campus, Annex, Room 4
Office Telephone:	892-5768 (Please leave voice mail message)
Office Hours:	Mondays & Wednesdays 8:00-9:30 a.m. or by appointment

Course Description

This introductory course covers the basics of creating, editing, and printing a document. Topics include formatting paragraphs and text, spell check and AutoCorrect, using Word wizards, footnotes, and enhancing documents.

Prerequisite: CSA * K101 or permission of the instructor

Objectives

1. Learn the basics of Microsoft Word 2003
2. Modify an existing document
3. Use special features including Spell Check, Thesaurus, and Grammar Check
4. Gain proficiency in editing and formatting
5. Enhance a document using Media Gallery, WordArt, and Drawing Toolbar

Instructional Modes

1. Demonstration
2. Individual Practice
3. Production (homework and lab)
4. Lecture
5. Discussion

Textbooks and Materials

- The Exploring Series – Microsoft Office, Word 2003, Comprehensive; by Grauer, Barber; Prentice Hall, 2004
- A folder or binder for handouts, notes, and papers

Assignments, Test Dates, and Due Dates

Assignments will be given in class. It is strongly suggested that notes be taken on new material and compiled into a reference manual or folder over the course of the semester.

Type your name and assignment number at the top of each page in the right-hand corner. Staple related parts together, and save all papers returned to you.

Example: Joe Smith
 Lesson 1

Grades on assignments not submitted by due date will be given a lowered grade.

You are responsible for staying informed on all assignments, expectations, and class procedures. I suggest that you make several friends in this class to exchange contact information so you can find out what you missed.

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.

Evaluation Procedures

Your final grade will be determined by a combination of in-class production, homework assignments, quizzes and the final exam.

In Class Production	10%
Homework	20%
Quizzes	20%
Final Exam	50%

Final Grade Scale

A	=	94 - 100	D+	=	67 - 69
A-	=	90 - 93	D	=	63 - 66
B+	=	87 - 89	D-	=	60 - 62
B	=	83 - 86	F	=	00 - 59
B-	=	80 - 82	W	=	Withdrawal
C+	=	77 - 79	I	=	Incomplete
C	=	73 - 76	P / F	=	Pass / Fail
C-	=	70 - 72	AU	=	Audit

Instructor's Attendance Policy

Consistent attendance at class meetings is crucial to success in this course. As this one-credit course meets only five times, you are expected to attend all classes in order to receive full benefit from instruction, practice, lectures, and review of handouts. Attendance tends to have a strong influence on a student's successful completion of the course.

Academic Dishonesty

Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College's policy will be enforced.

Cellular Phones and Beepers

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class so that together they can arrive at an agreement.

Disabilities and Learning Difference Statement

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

Early Warning Policy

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

Additional Comments

A substantial amount of out-of-class computer work is required for success in this course. If you do not have the needed software at home, computer lab time is available. Hours of room availability are posted at the beginning of each semester.

Login Instructions

Strike **Delete** while depressing **Ctrl** and **Alt**

Type your *user name*, which consists of:

- a. First initial of your first name
- b. Complete last name (including Jr., III, hyphens, and apostrophes)
- c. Last 4 digits of your student ID

Name	ID	User Name*
John Doe	@12349999	Jdoe9999
John Doe III	@12349999	Jdoeiii9999
John Doe, Jr.	@12349999	Jdoejr9999

Type your *password*: **Capitalized** first letter of your last name + student ID numbers (include the @ sign). The password is **case sensitive**. Example for John Doe: D@12349999

Log on to: Must be **STARS**

*The User Name is **not** case sensitive.

**CSA 121
WORD PROCESSING I
TENTATIVE SCHEDULE, FALL 2006**

Session	Date	Lessons
1	October 4	Chapter 1 & 2
2	October 11	Chapter 3
3	October 18	Chapters 4 & 5
4	October 25	Chapter 6
5	November 1	Review and Test