

Three Rivers Community College

SYLLABUS

WORD PROCESSING APPLICATIONS I

BOT 137

SPRING 2008

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Office Telephone:	892-5768 Please leave a message if unavailable.
Office Location:	Mohegan Campus, Annex, Room 4
Office Hours:	Mondays & Wednesdays 9:30-11:00 am (or by appointment)
Supplemental Website:	WebCT Vista

Course Title: Word Processing Applications I
Course Number: BOT K137
Credits: 3

Course Description

This is a hands-on course in word processing. Experience is obtained on a PC networked systems. At the completion of the course, students will be able to input, print, store, retrieve text, edit and revised, perform merging applications, use the table and math functions, utilize macros, incorporate graphics in documents, and use a laser printer. THIS COURSE FULFILLS COMPUTER LITERACY REQUIREMENT.

Course Outcomes

With the completion of this course, students will be able to:

1. Acquire an understanding of the concepts of word processing.
2. Learn the basic operation of the components of a networked computer system that includes the laser printer.
3. Learn one word processing software package well.
4. Learn the proper care of disks; how to format and copy.
5. Learn to troubleshoot when confronted with a problem.
6. Learn to use software documentation.
7. Continue to build keyboarding skills.

Instructional Modes

1. Lecture
2. Discussion
3. Demonstration
4. Handouts
5. Production (Homework & Labs)

Materials of Instruction

Mircosoft Office Word // 2003, Introductory Edition, The O'Leary Series, 2004,
ISBN: 0-07-283536-2

A loose-leaf binder for prepared handouts, notes, and returned papers.

Assignments, Test Dates, and Due Dates

Complete all questions and computer exercises at the end of each chapter in preparation for the 5 scheduled tests.

A minimum of 6 hours per week may be required to complete these exercises depending on your skill level, so that you will be prepared to take the test. It is not adequate preparation to go through the exercises just once. You must understand the concepts of the lessons and be able to apply the various commands to new tasks that will be on the test.

In addition to class participation, you will need to spend time outside of class practicing the material presented in class. Word processing is a skill and as in any other skill, becoming proficient requires practice. Daily practice is the best way to develop the skills needed to be successful in this course.

Hours of room availability are posted at the beginning of each semester.

Makeup

A makeup test will be given only if you have notified me personally and received approval. It is then your responsibility to schedule a makeup test immediately upon your return. All tests should be completed within one week upon your return. No assignments or tests will be accepted or given after the last class meeting without making prior arrangements.

Evaluation Procedures

Your final grade will be determined by 5 tests of equal weight and homework assignments.

5 Tests (16.66% each) + Homework Assignments (16.66%) = 100%

Student Log On

With the implementation of MIIS, the new configuration of student logons is as follows:

Username will be their banner id with the @

Password is Mmm&xxxx where Mmm is the first 3 letters of month of birth and the xxxx is the last 4 numbers of the social security number. You need to include the ampersand (&).

Log on to: Must be **STARS**

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

College Withdrawal Policy

A verbal “drop or withdrawal” from course(s) will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRB), description/subject and instructor’s name, and if they are receiving VA / FA benefits. Verbal drops or verbal withdrawals are processed through the Registrar’s Office and Subase site ONLY.

Instructor’s Attendance Policy

Consistent attendance at class meetings is crucial to success in a skills course. 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.

Gratuitous cutting is strongly discouraged. You are permitted to miss up to six hours (two 3-hour classes) of class time for illness or personal business. A student who must miss more than six hours should formally withdraw from the course through the Registrar’s Office to avoid penalty. Students who miss more than six hours and who do not formally withdraw may receive an “F” for the course. Students having attendance problems should speak with the instructor before taking any action.

Academic Dishonesty

Conduct which as its intent of effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitutes academic dishonesty. In the event of academic dishonesty, I reserve the right to award an "F" for the course to one or both individuals.

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 have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or ADHD. Judy Hilburger (892-5744) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5249) also works with students who have disabilities.

Early Warning Policy

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

Notification of Cancelled Class

If circumstances allow, I will post an announcement in WebCT Vista if I am unable to attend a class. Obviously, if the College has announced a full college closing, I will not be in attendance.

BOT K137, WORD PROCESSING APPLICATIONS I

Spring 2008, Tuesday, 6:30-9:15 p.m.

January 29	
February 5	
February 12	NO CLASS - HOLIDAY
February 19*	Test 1
February 26	
March 4*	Test 2
March 11	
March 18	NO CLASS – SPRING BREAK
March 25	
April 1*	Test 3
April 8	
April 15	
April 22*	Test 4
April 29	
May 6*	Test 5

*TEST DATES

You are responsible for staying informed on all assignments, expectations, and class procedures.

Homework assignments will be posted in WebCT Vista.

I reserve the right to revise information contained in this syllabus.