

SYLLABUS

WORD PROCESSING APPLICATIONS I

BOT 137

SPRING 2005

Three Rivers Community College
Norwich, Connecticut

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Office Location:	Mohegan Campus, Annex, Basement, Room 1
Office Hours:	Tuesdays & Thursday 9:30-11:00 am (or by appointment)

Course Title: Word Processing Applications I
Course Number: BOT K137
Credits: 3
Prerequisites: BOT K111 or equivalent or permission of instructor

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 Word 2003, Complete Course, Pasewark, Pasewark & Morrison, Course Technology, 2005, ISBN: 0-619-18352-7.

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.

5 Tests (20% each) 100%

Student Log On

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

Username will be their banner id without 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.

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, if 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. Class instruction and drill provide an opportunity for you to develop the speed, accuracy, and production knowledge necessary for this success. Therefore, 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 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.

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Spring 2006, Tuesday, 6:30-9:15 p.m.

January 24

January 31

February 7* Test 1 Lessons 1-3

February 14

February 21

February 28

March 7* Test 2 Lessons 4-7

March 14

March 21 SPRING BREAK – NO CLASS

March 28

April 4* Test 3 Lessons 8-10

April 11

April 18* Test 4 Lessons 11-12

April 25

May 2* Test 5 Lessons 13-14

***TEST DATES**

You are responsible for staying informed on all assignments, expectations, and class procedures. I reserve the right to revise information contained in this syllabus.