

Three Rivers Community College

Syllabus

Word Processing Applications

BOT 137

Spring 2009

Mondays
6:30-9:15 p.m.
Room E216

Instructor:	Betti Gladue
E-Mail:	BGladue@trcc.commnet.edu
Office Telephone:	885-2320 Please leave a message if unavailable.
Office Location:	Three Rivers Community College – Room 138
Office Hours:	Tuesdays and Thursdays 12:00-1:30 p.m. (or by appointment)
Supplemental Website:	Blackboard 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:

Microsoft Office Word 2007, The Professional Approach Series, by Deborah Hinkle
ISBN: 978-0-07-351919-7

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

Teaching Methods:

Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the text or readings. Discussion is encouraged.

Exams: Five exams will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class.

Homework: Homework will be assigned after each class session. Students are required to complete and submit homework assignments on time (the next class period). All homework for each section must be submitted to instructor on or before the date of each section exam. I will not accept any homework after the exam date.

Assignments, Exam Dates, and Due Dates:

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

Write or type your name and assignment on each homework assignment. Staple related parts together, and save all papers returned to you.

Example: Joe Smith
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All homework assignments given are due on the next scheduled class date. **All homework must be submitted on or before the exam date for that particular exam. Homework assignments not submitted by due date will not be accepted for credit.**

You are responsible for staying informed on all assignments, expectations, and class procedures. All homework assignments will be listed in Blackboard Vista. If you miss a class, please refer to Blackboard Vista for your assignment. Please do not e-mail me to ask for the assignment.

Although I will accept homework assignments in Blackboard Vista, I would prefer (unless otherwise stated) that you hand them in as hardcopy assignments when you attend class.

If you do not have the current Microsoft Word 2007 software available to you, the computer lab is open day and evenings hours Monday through Saturday. Please see the lab for specific times.

Exam Dates and Makeup Exams:

All five exam dates are provided on your syllabus. It is very important that you attend class on each of those dates. As it is very time consuming to create and proctor make-up exams, I will only provide make-up exams for extenuating circumstances. The make-up exams will be an entirely different exam (and probably more complex than the scheduled one). This exam will only be given if you have notified me personally and received approval from me prior to the originally scheduled exam. The exam needs to be completed within one week of your return.

Evaluation Procedures:

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

5 Tests (15% each) + Homework Assignments (25%) = 100%

Student Log On:

With the implementation of MIIS, the new configuration of student logons is 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. 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 Subbase site ONLY.

Academic Dishonesty:

Conduct which as its intent or effect is 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 Blackboard 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.

Additional Comments:

A substantial amount of out-of-class work is required for success in this course. There will also be out-of-class homework assignments throughout the semester which need to be completed using Microsoft Word 2007. If you do not have the needed software at home, there is a computer lab available for student use for both day and evening hours Monday through Sunday. See the computer lab attendant for specific hours of operation.

BOT K137, WORD PROCESSING APPLICATIONS I

Spring 2009, Monday, 6:30-9:15 p.m.

Potential Schedule

January 26	
February 2	
February 9	Test #1
February 16	NO CLASS - HOLIDAY
February 23	
March 2	
March 9	Test #2
March 16	NO CLASS – SPRING BREAK
March 23	
March 30	
April 6	Test #3
April 13	
April 20	
April 27	Test #4
May 4	
May 11	
May 18	Test #5

*TEST DATES

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

Homework assignments will be posted in Blackboard Vista.

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