

COMP 1310 - Microsoft Office Word 2013

CREDIT:	1 semester hour
FACULTY CONTACT:	Faculty based at SCC Grading Station, 652-7953
INSTRUCTOR:	Kathryn Hulet, CIT Department Faculty, hulet@dixie.edu
PROGRAM DIRECTOR:	Linda Rogers, 652-7838, rogersl@dixie.edu
YEAR:	2015-2016
OFFICE HOURS:	Please e-mail or call me at above number for appointments
MATERIALS REQUIRED:	<u>Microsoft Office Word 2013, Illustrated Series, Introductory with SAM License</u>
SOFTWARE/HARDWARE:	Microsoft Office 2013, USB disk, Approximate Prints Required: 20



COURSE DESCRIPTION

This course is recommended for all students. It is designed to give the student a basic knowledge of the word processors to prepare, edit, and manipulate text. The basics of word processing including creating, saving, and printing documents; formatting characters, lines, and pages; file management; fonts; spelling, grammar and thesaurus writing tools; inserting graphic images; and table basics will be included. This course is a self-paced course that provides flexibility for students to set their own daily schedules to meet deadlines, however, the student should plan on spending 4-6 hours a week to meet course requirements. This course is a graded course which will meet elective credit guidelines but is not designed to meet the computer literacy requirement nor can it be used to meet transfer requirements for business-related programs. Students can get CIS faculty assistance at the Smith Computer Center during faculty posted hours. Students will be expected to adhere to the Dixie University Student Code of Conduct (found in college catalog or student handbook).

Americans with Disabilities Act (ADA) Statement:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Financial Aid Office. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services. If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516

Program Learning Outcomes:

- ✓ PLO 1 Knowledge – Understand the relationships of key components behind computer concepts such as hardware, data storage, operating systems, and software programs.
- ✓ PLO 2 Skill – Effectively organize, manage, and present data, using contemporary software applications such as spreadsheets, word processing, databases, financial accounting and electronic presentation software.
- ✓ PLO 3 Skill – Create and manage files using various types of data storage including local and cloud storage.
- ✓ PLO 4 Skill – Utilize computing digital solutions to retrieve, store and submit data.

At the completion of this course, the student should be able to complete the following objectives.

- ✓ LO 1 Understand the basic operation of the chosen word processing program, e.g. menu bars, toolbars, status bars, etc.
- ✓ LO 2 Create or open an existing document, and save, print, and close a word processing document.
- ✓ LO 3 Edit a document applying the various type styles including font face, style and size; and font appearance including bold, underline, and italics.
- ✓ LO 4 Enhancing a document's appearance by changing margins, line spacing, formatting, setting & modifying tabs, applying borders & shading, adding page numbers, and headers and footers.
- ✓ LO 5 Change text alignment using tab settings, and paragraph formats including indents, double indents, and hanging indents.
- ✓ LO 6 Proof and edit documents using writing tools (e.g. spell check, thesaurus, & grammar checker).
- ✓ LO 7 Enhance document appearance by adding graphics, charts, watermarks, etc.
- ✓ LO 8 Create and revise tables and columns.
- ✓ LO 9 Create Form letters, mailing labels, and use Mail Merge.
- ✓ LO 10 Review documents and integrate Word with Excel documents.

COURSE COMPLETION SCHEDULE

The Weekly Due Dates Schedule located on Canvas contains a schedule for completing course work. Students may work ahead of schedule, but the work needs to be turned in by the weekly deadlines. Homework is worth 30 points for each week's assignment that is turned in by/or before due date. There is no extra credit for this course; however students have access to Assignment keys to correct their homework against. **If SAM Projects are not completed by due date, the SAM projects will no longer be available to be submitted.**

TESTS

There will be one final proctored test to be taken after all homework is completed. Test score must be 80% or better, and you are allowed 1 retake on the test. When folder is cleared to take your tests, take your course folder and a picture ID to the Grading Station. Allow one hour for each test. Submit completed test to the Grading Station for submission to your instructor. There will be a penalty for late tests.

GRADING

The student's final grade is based on points earned from completing assignments and the final proctored test. Listed below are the percent each section of the course contributes to the total grade:

Assignments	70%	Points: 240
Tests	30%	Points: 100
		Total Points: 340

Grades will be issued on a percentage of total points possible as follows:

A	94+	B+	87-89	C+	77-79	D+	67-69	F	0-59
A-	90-93	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		