

## HOCKING COLLEGE

### COURSE OUTLINE (online)

COURSE NO.: OAT 216

COURSE NAME: WORD PROCESSING –WORD

CREDIT HOURS: 3

CLASS HOURS:

LAB HOURS: 6

DATE: FALL 2009

PREPARED BY: Barbara Sunderlin, B.S., M.Ed.

TO BE UPDATED: SPRING 2010

APPROVED BY: \_\_\_\_\_  
Dean

**PREREQUISITES:** Information Processing – OAT 100

#### **COURSE DESCRIPTION:**

This is a course designed to acquaint the student with the operations of word processing by demonstration. The student will receive “hands-on” experience using a microcomputer using the **MICROSOFT WORD 2007** software.

#### **COURSE OBJECTIVES:**

**Upon completion of this course, the student should be able to:**

1. To develop a working knowledge of word processing operations by “hands-on” experience.
2. To provide the student with step-by-step applications of text-editing, file organization and utilizing a microcomputer.
3. To develop a working knowledge of the mechanical functions of a microcomputer by applying the principles of **MICROSOFT WORD 2007**.
4. To further develop proofreading skills by finding text proofreading errors, correcting errors in content, and proofreading errors of their own.

#### **SUCCESS SKILL–COMMUNICATES EFFECTIVELY**

**Upon completion of this course, the student will be able to:**

1. Read, comprehend, analyze and evaluate various types of writing.
1. Logically organize, develop, and communicate an idea or position.
2. Adapt communication to audience, situation, and purpose.
3. Use prewriting, drafting, revising, and editing techniques.
4. Use appropriate vocabulary, grammar, punctuation, spelling, and syntax.
5. Write effective business/technical communication, including memos, letters, and reports.
6. Develop and convey instructions and procedures clearly.
7. Apply effective listening techniques.
8. Use and perceive non-verbal cues.

## SUCCESS SKILL–MAINTAINS PROFESSIONAL SKILLS AND ATTITUDES

Upon completion of this course, the student will be able to:

1. Demonstrates initiative.
1. Meets performance expectations.
2. Follows organizational policies and procedures.
3. Recognizes organization structure and uses chain of command.
4. Exhibits knowledge of basic principles of supervision and leadership.
5. Sets priorities and manages time efficiently in accordance with priorities.
6. Adheres to health and safety standards and procedures, and plans how to react in emergencies.
7. Demonstrates promptness and regular attendance.
8. Maintains image consistent with technology standards.

## SUCCESS SKILL–MAINTAINS A CODE OF ETHICS

Upon completion of this course, the student will be able to:

1. Acts honestly.
1. Acts responsibly.
2. Acts in accordance with a reasoned and defensible code of ethics.
3. Resolves value conflicts and moral dilemmas through a decision-making process.
4. Accepts accountability for own action or inaction.
5. Respects rights and dignity of others.
6. Respects intellectual property rights.

## REQUIRED TEXT

- Text: *Signature Series Microsoft Word 2007*; Nita Rutkosky and Audrey Rutkosky Roggenkamp, EMC Paradigm. 2008 **MUST HAVE THE CD IN THE BACK OF THE TEXTBOOK**

## COURSE MATERIALS:

CD from Textbook, flash drive to save documents, printer (for some assignments), pocket folders to save documents, and paper.

- Word processing software -  
**YOU MUST HAVE MICROSOFT WORD 2007** (using a PC not Mac)
- E-mail software and your Private Mail in WebCT

## TOPICAL OUTLINE:

- Topic 1 Introduction to Word Window Environment** – Students will execute commands including on-line help, use function keys, use menus, and respond to prompts
- Topic 2 Understanding the Document Screen** – Students will learn the Word document screen features.
- Topic 3 Opening, Saving, and Retrieving Files** – Students will open a new document file, save files, retrieve files, and specify drives and directories.
- Topic 4 Quitting the Program** – Students will learn to progress through the steps to begin and quit the program.
- Topic 5 Entering and Editing Text**– Students will use returns, correct mistakes, move the cursor and scroll the screen, to go commands, undo/redo, block function/copy, delete and move, tab sets, search/replace, and convert case.
- Topic 6 Editing Aids** –Students will check spelling/grammar, look up synonyms and antonyms and use other editing aids.
- Topic 7 Page Breaks** –Students will enter a hard page break, remove a hard page break, protect a block from a soft page break, enter a conditional page break, and turn widow/orphan protection on and off.

**Topic 8**      **Page Numbers** – Students will turn page numbers on and off, and suppress page numbers

**Topic 9** **Text Alignment** – Student will change justification and vertically center on the page.

**Topic 10**      **Margins and Spacing**– Students will change the left, right, top, and bottom margins; line spacing

**Topic 11**      **Merge Functions**. Students will use the merge functions to create form, data and merged documents.

**Topic 12**      **Variety of Forms for Specialization**. Students will learn many special functions of Word including such things as tables, macros, footnotes, endnotes, outlines, columns, desktop publishing and many other shortcuts.

### **SAFETY PROCEDURES**

Common practices regarding safety are to be observed. The student will follow all precautionary measures when using electronic equipment

**HOCKING COLLEGE**  
**EVALUATION OF THE STUDENT**

COURSE NO. **OAT 216**

COURSE NAME:  
**WORD**

**WORD PROCESSING—**

INSTRUCTOR: Barbara Sunderlin, B.S., M.Ed.

PREPARED: FALL 2009

APPROVED BY: \_\_\_\_\_  
Dean

My goal is to prepare you to meet the expectations of business and industry. Also, I want to help you gain confidence through experience, help you achieve a professional attitude in your future career, and help you gain the potential to progress once you achieve professional status.

I believe that teaching/learning processes are shared by you and me. We must both contribute in order for the processes to be successful. I believe that evaluation should primarily be made to assist you improving your performance, increase your skill levels, and add to your level of information. Since it is my goal and desire to support you in your efforts to learn, I will share my observations and assessment of your progress with you on a regular basis and offer assistance and opportunities for you to improve.

The factors listed below will be used to determine a final grade for the course.

**SPECIFIC FACTORS**

**1. QUIZZES AND EXAMINATIONS:**

There will be a test at midterm and one (final exam) at the end of quarter.

**2. PROJECTS/CLASS PROJECTS: (tentative)**

**LEARNING ACTIVITIES INCLUDE ASSIGNMENT SHEETS:**

A. Outside reading assignments. Chapters as assigned. **REVIEWING KEY POINTS**

B. 1. **EXERCISES** graded (can refer to Exercise Model Answers on Student Data Files on CD) – 13  
Assignment Sheets

2. **CHAPTER ASSESSMENTS** (with guided instructions to reinforce concepts learned)

**3. ATTENDANCE POLICY:**

You are **encouraged** to follow the schedule posted in Getting Started for completing work activities and communicating with the instructor to complete the course by the end of the quarter..

**WHY ATTENDANCE IS CRITICAL:** Besides the loss of information and practice which results from absence, absences create more work for you and the instructor. Part of your college experience is to prepare you for the world of work. On the job, attendance and promptness may be taken into consideration for promotions. In some jobs, attendance and promptness are so critical that a single infraction can be cause for dismissal or severe penalty

Please if you have any concerns about meeting your assignments, you **must** contact your instructor's department, call 753-7157, or email the instructor at [sunderlin\\_b@hocking.edu](mailto:sunderlin_b@hocking.edu) or my Private Mail in WebCT.

4. **CLASS PARTICIPATION:**

Students are encouraged to go to the Discussion Board regarding homework topics and the procedures on preparing documents required in the textbook. If you have questions, ask the instructor. You are expected to do your own individual work, but discussing the topics might make your work easier for you to complete your individual work.

5. **EXTRA PROJECTS:** none.

6. **GRADING SCALE:**

All graded assignments will be given a point grade. The final grade will be based on points then calculated to a letter grade. **Daily** points will be **50 percent** of the final grade, the midterm exam will be 25 percent of the final grade, and the *final exam* will be *25 percent* of the final grade.

**ALL** assigned work **MUST** be completed by the end of the quarter—no incompletes or PRs will be given. With the instructor’s approval, some daily assignments may be redone if the student does not receive full credit or points. However, the final grade may be lowered for a specified percentage of assignments redone. The grading scale for this course is as follows:

92% - 98%	=	A		72% - 78%	=	C
90% - 91%	=	A-		70% - 71%	=	C-
89%	=	B+		69%	=	D+
82% - 88%	=	B		62% - 68%	=	D
80% - 81%	=	B-		60% - 61%	=	D-
79%	=	C+		59 - Below	=	F

7. **POLICY REGARDING HONESTY:**

**HONESTY STATEMENT**

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill Maintains Code of Ethics. All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

**A. Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one’s own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Cheating is unacceptable behavior in all Hocking College courses. A student observed or found to be cheating on a test or assignment in this course will receive a failing grade on that assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and if the incident is in the same course the student will fail the course. Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College Website ([www.hocking.edu](http://www.hocking.edu)).

**8. FINAL GRADE CALCULATION:**

- **Daily Points** (50 percent of final grade) on 13 Assignment Sheets
  - **Midterm exam** (25 percent of final grade)
  - **Final exam** (25 percent of final grade)
- Absences can lower the final grade.

**9. ACADEMIC GRADE APPEAL PROCESS**

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated grade calculations. If the informal attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College website.

**10. STUDENT GRIEVANCE DUE PROCESS PROCEDURES**

Due process procedures for the College are located in the current Student Code of conduct listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College Website.

**12. DISABILITIES NOTICE**

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL249 regarding accommodations.