



# MICROCOMPUTER WORD PROCESSING

3-0-3.0

Date: 11/29/11

**COURSE NUMBER:** CPT 179

**PREREQUISITE(S):** CPT 101 with a minimum grade of "C"

**CO-REQUISITE(S):** None

**COURSE DESCRIPTIONS**

This course introduces microcomputer word processing and desktop publishing. Topics include creating, editing, formatting, and printing documents and publications.

**TEXTBOOK(S):**

Shelly, Vermaat. Microsoft Word 2010: Comprehensive, Course Technology: Boston, MA 2012.  
ISBN: 1-4390-7900-5

Shelly, Starks. Microsoft Publisher 2010: Complete, Course Technology: Boston, MA 2011.  
ISBN: 0-538-74643-2

**REFERENCE(S):** None

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:**

Computer with Internet access, Internet Explorer 7.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software. **Student must have access to Microsoft Word 2010 and Publisher 2010. The operating system needs to be Windows XP, Vista, or Windows 7, Macintosh OS9, or UNIX.**

USB/jump drive or the hard drive (C:) of your personal PC will be used to download data files from the publishers website (scsite.com). These files will be modified for most of your projects and lab assignments.

SAM 2010 Assessment, Projects, and Training V2.0

**METHOD OF INSTRUCTION:**

This course will be taught by online instruction, case studies, online simulations and demonstrations, and discussion board discussions.

You are expected to read each assigned project. Students will produce files using the computer. **NO LATE WORK WILL BE ACCEPTED!** All work must be done in Word 2010 or Publisher 2010, as applicable project and lab work are due according to the course calendar. Tests will be released as designed on the course calendar. **ALL tests must be completed within the specified time period in SAM 2010.**

**GRADING SYSTEM:**

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

**GRADE CALCULATION METHOD:**

Participation/Professionalism	=	10%
Project/Lab Activities	=	30%
Tests	=	35%
Capstone Project	=	10%
Final Exam	=	15%
	=	<u>100%</u>

**CONFIDENTIALITY:**

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
  - ✓ Harassment
  - ✓ Unlawful solicitation
  - ✓ “Spamming”
  - ✓ “Flaming”
- Use of online editing tools within the course management software to:
  - ✓ Create offensive material
  - ✓ Link to inappropriate materials

**ATTENDANCE  
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. **This e-mail must be received by the second day of class for the student to not be dropped for Never Attending.** At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student’s responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC  
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or

expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CLASS/LAB  
PROCEDURES:**

**The Learning Center**, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at [www.sccsc.edu/resources/disabilities](http://www.sccsc.edu/resources/disabilities); or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

**Academic Director**

Mrs. Kathy Locke  
(864) 592-4841  
[lockek@sccsc.edu](mailto:lockek@sccsc.edu)

**Department Chair**

Mrs. Karen Ravan  
(864) 592-4840  
[ravank@sccsc.edu](mailto:ravank@sccsc.edu)

**COURSE OUTCOMES  
& OBJECTIVES:**

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

- I. Create, edit, and format documents and publications
  1. Plan and design various business documents
  2. Format paragraphs and characters in a document
  3. Proofread accurately
  
- II. Work with tables and add graphics
  1. Insert and format a picture, clip art of media file in a document
  2. Plan and develop tables of information into a Word and/or Publisher document
  
- III. Create and publish Web pages
  1. Format and save Word and Publisher files as web pages
  2. Introduce saving web pages to a Web Server
  
- IV. Merge documents
  1. Analyze and prepare Main documents
  2. Distinguish field codes and data source records
  
- V. Create professional newsletters
  1. Plan and format the body of a newsletter
  2. Finish and distribute newsletters in PDF and email format
  
- VI. Create online forms
  1. Change document settings
  2. Enter content on the online form