



## MICROCOMPUTER WORD PROCESSING

Date 11/29/11

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3 - 0 - 3.0

**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, Vermaat. 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, hands-on 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.**

<b><u>GRADING SYSTEM:</u></b>	90	-	100	=	A
	80	-	89	=	B
	70	-	79	=	C
	60	-	69	=	D
	Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in the final grade calculation.

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

**ATTENDANCE POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

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.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM  
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.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during

classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**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

**Department Chair**

Mrs. Karen Ravan  
(864) 592-4840  
ravank@sccsc.edu

**Inclement Weather Schedule:**

- Check SCC Web Site: [www.sccsc.edu](http://www.sccsc.edu)
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

**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