

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: CSIS 120

Course Title: Principles of Word Processing

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Three (3)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course teaches word processing using Microsoft Word 2010. Topics covered include, but are not limited to: creating, editing and revising documents; creating reports, tables, newsletters, memos, charts, diagrams, and form letters; document collaboration; and integrating Word with other applications.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

Keyboarding Skills.

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,

- identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
 3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

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

1. CREATE AND EDIT A DOCUMENT.
2. REVISE AND REFINE A DOCUMENT.
3. CREATE REPORTS AND TABLES
4. CREATE A NEWSLETTER.
5. CREATE TEMPLATES, COMPLEX TABLES, CHARTS, AND DIAGRAMS.
6. CREATE FORMS & FORM LETTERS, AND DOCUMENT COLLABORATION.
7. INTEGRATE WORD AND YOUR WEB BROWSER
8. COPY, LINK, & EMBED APPLICATIONS

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

1. Introduction to Microsoft Office 2007.
2. CREATE AND EDIT A DOCUMENT.
 - a. Creating New Documents.
 - b. Entering Text.
 - c. Identifying and Correcting Errors Automatically.
 - d. Using Word Wrap.
 - e. Editing Documents.
 - f. Copying and Moving Selections.
 - g. Formatting a Document.
 - h. Working with Graphics.
 - i. Printing a Document.
 - j. Working with Templates.
 - k. Exiting Word.

2. REVISE AND REFINE A DOCUMENT.
 - a. Revising a Document.
 - b. Working with Multiple Documents.
 - c. Finding and Replacing Text.
 - d. Inserting the Current Date.
 - e. Modifying Page Layout.
 - f. Formatting Text.
 - g. Creating Lists.
 - h. Using Quick Parts.
 - i. Adding and Modifying Shapes.
 - j. Finalizing the Document.
 - k. Securing Content and Sharing Documents.
 - l. Preparing and Printing Envelopes.

3. CREATE REPORTS AND TABLES.
 - a. Using Quick Styles.
 - b. Navigating a Document.
 - c. Creating a Cover Page.
 - d. Using Document Themes.
 - e. Creating a Table of Contents.
 - f. Including Source References.
 - g. Including Footnotes.
 - h. Formatting Picture Layout.
 - i. Referencing Figures.
 - j. Creating a Simple Table.
 - k. Creating a Simple Table.
 - l. Including a Table of Figures.
 - m. Creating a Bibliography.
 - n. Creating an Index.
 - o. Creating Headers and Footers.
 - p. Updating a Table of Contents.
 - q. Printing Selected Pages.

4. WORKING TOGETHER 1: WORD 2010 AND YOUR WEB BROWSER.
 - a. Creating a Web Page.
 - b. Linking Pages.
 - c. Previewing the Page.
 - d. Making a Web Page Public.

5. CREATE A NEWSLETTER.
 - a. Creating a Newsletter Headline.
 - b. Researching Information on the Web.
 - c. Using the Office Clipboard.
 - d. Using Bookmarks.

- e. Creating a New Style.
 - f. Creating Newsletter-Style Columns.
 - g. Using Hyphenation and Justification.
 - h. Adding Borders and Shading to Paragraphs.
 - i. Creating Text Boxes.
 - j. Formatting the Newsletter.
 - k. Finalizing the Newsletter.
6. CREATE TEMPLATES, COMPLEX TABLES, CHARTS, AND GRAPHICS.
- a. Working with Grouped Objects
 - b. Creating a Complex Table
 - c. Performing Calculations in a table
 - d. Enhancing a Complex Table
 - e. Creating a Chart
 - f. Creating a Multilevel List
 - g. Creating a Custom Template
 - h. Creating an Organized Chart
7. CREATE FORMS & REVIEWING DOCUMENTS, AND USING MAIL MERGE.
- a. Creating a Printed Form
 - b. Preparing the form for Use
 - c. Creating an Interactive Form
 - d. Adding Text Content Controls
 - e. Testing and Protecting the Interactive Form
 - f. Using Collaboration Features
 - g. Using Mail Merge
 - h. Printing Mailing Labels
8. WORKING TOGETHER 2: COPYING, LINKING, AND EMBEDDING BETWEEN APPLICATIONS
- a. Copying between Applications
 - b. Linking between Applications
 - c. Embedding an Object in Another Application

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

“Hands-On” practice with the application software utilizing SimNet software, textbook labs and Internet based activities will be utilized during this course.

STUDENT REQUIREMENTS

1. Students will be expected to complete all lessons, exercises, and exams as provided. Students will be awarded 0% for all work that is not submitted to the Instructor.
2. Students will be evaluated by the level of competency attained as measured by participation in the exercises.

3. Participation in online forums and discussions is crucial to the development of a student's knowledge and skills. Student evaluation is therefore based upon active class participation in addition to written assignments, and completed projects; thus, student evaluation will be affected by class participation.

4. Student grades will be calculated as follows:

Daily Work.....	40%
Includes participation in forums, labs, practice exams, etc.	
Tests and Final Project	60%
Total.....	100%

GRADING SCALE

Letter grades will be assigned based on the following scale:

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- 0 - 59% = F

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

Pre-assessment ideally begins at the beginning of the course when the instructor and the student determine through conference and observation the skill level of the student. Post-assessment to determine gain in competency will be measured at the end of each unit of study and at the end of the course.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration,

(which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES