

**OST 136 - 10**  
**Word Processing**  
**2 Credit Hours, 3 Contact Hours**

**Fall 2007**

**Course Description:**

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**Prerequisites:** OST 080 AND CIS 110 or CIS 111

**Corequisites:** None.

**Instructor Information:**

<b>Instructor:</b>	Keegan Anderson
<b>Office Location:</b>	P212
<b>Telephone Number:</b>	(828) 765-7351 x333
<b>Email Address:</b>	kanderson@mayland.edu OR kbanderson@cc.mayland.edu
<b>Office Hours:</b>	Office hours are posted outside P212. Additional office hours are available by appointment.

**Course Information:**

This class meets on Mondays and Wednesdays from 8:30am until 9:50am in room P213.

**Required Text(s):** Hinkle, Deborah. Microsoft Office *Word 2007: A Professional Approach*. Boston, MA, 2008.

SAM 2007, version 1.0 software with Computer Concepts and Office from Course Technology.

**LRC Resources:** none

**Required supplies:** **SAM Account**

**Course Objectives/Competencies:**

1. You will become familiar to the current version of Microsoft Word, (Word 2007)
2. You will be able to use the computer to create well-formatted documents.
3. You will be familiar with tools found in popular word processing packages.
4. You will be able to save, retrieve, and edit documents.
5. You will be able to insert graphics, tables, and other special objects into documents for maximum effect.
6. You will be able to develop headers and footers, set margins, and create page layouts tailored to the tasks at hand.

**ADA statement:**

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

**Administrative Withdrawal:**

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal could be submitted by the instructor. Please note that this is not my, the instructors, responsibility to drop students from the course and a withdraw could not be submitted for various reasons. Once withdrawn from the class, a student will not be readmitted.

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***Please note:*** **No exceptions will be made to the following attendance policy, grading criteria or expectations of students!**

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### **Attendance Policy:**

Attendance will be taken every day at the beginning of class. If you are not in class, you are absent regardless of the reason. Every fifth absence will result in the drop of one letter grade.

### **Grading Criteria:**

All work is to be done in Microsoft Word 2007. If you decide to do your work in a different word processing application or a different version of Microsoft Word, you do so at your own risk.

All assignments are due on the date specified and at the time specified. **Absences are not an excuse for missing tests or not turning in assignments on time!**

**Tests:** You may make up one test during the semester provided that you have made **prior** arrangements with me and have a **valid** excuse for missing the original test, however, five points per calendar day will be deducted from make-up tests. All tests must be made up within one week of when originally given or you will receive a zero. If you miss class but come later on the same day to take the test, it is still considered a make-up and points will be deducted. If you do not take a test at the scheduled time and do not make arrangements with me to make it up or if you miss more than one test, you will receive a grade of zero. No test grades will be dropped at the end of the semester.

**Projects/:** Projects (hands-on work, computer required) will be given at various times during the semester. All projects will be due on a specific day and at a specific time, no projects will be accepted late. If you are not in class, you will receive a zero for any work that is taken up or graded.

	<b><u>Grading Criteria</u></b>	<b><u>Grading Scale</u></b>	
Projects:	35%	A = 93 - 100	D = 70-77
Tests:	65%	B = 85 – 92	F = 0-69
		C = 78-84	

You may log in to <http://leo.mayland.edu> to see the syllabus, your assignments, check email, and view your grades. **Note, LEO only gives you your approximate grade.**

### **Academic Standards/Student Expectations/Ethics:**

As college students, you will take personal responsibility for learning in this class. This means:

1. Coming to class prepared and completing all assignments on time.
2. Be responsible for keeping up with assignments, notes, etc. even when absent.
3. Complying with Mayland's Computer Resources Acceptable Use Policy.
4. Complying with Mayland's Student Conduct Policy. Students will be expected to conduct themselves in a professional matter; rudeness, inappropriate comments, outburst in class, surfing web during lecture, etc. will not be tolerated. You will be ask to leave for the day on your first offense, the second you will be dropped from the class.
5. Allow others the full opportunity to learn during class time. This means:
  - \*Turn off cell phones, pagers, etc.
  - \*Do not bring other people or children to class with you.
  - \*Do not use computers for games, e-mail, etc. during class.
6. Cheating and Plagiarism will not be tolerated in class. You will be dropped from the class for any form of cheating. This includes, but not limited to: talking, hand gestures, cell phones, and communication over the internet.

### **Inclement Weather Procedures:**

In the event that MCC is operating on a delayed schedule, this class will meet from 10:20 am – 11:20 am.

### **Withdrawal Dates:**

End of Unconditional Withdrawal	Tuesday, September 25 <sup>th</sup>
End of Conditional Withdrawal	Thursday, November 1 <sup>st</sup>

## **Course Outline**

- I. Creating a Document
- II. Selecting and Editing
- III. Formatting Characters
- IV. Writing Tools
- V. Formatting Paragraphs
- VI. Tabs and Tabbed Columns
- VII. Move and Copy
- VIII. Find and Replace
- IX. Margins and Printing Options
- X. Page and Section Breaks
- XI. Tables
- XII. Columns
- XIII. Misc. Concepts