

**Oakton Community College**  
**Comprehensive Word Processing Syllabus**  
**Cheryl Brown**

(Email me for current office hours and class schedule)

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<b>I.</b>	<b><u>COURSE</u></b>	<b><u>COURSE</u></b>		<b><u>CREDIT</u></b>	<b><u>LECTURE</u></b>	<b><u>LAB</u></b>
	<b><u>PREFIX</u></b>	<b><u>NUMBER</u></b>	<b><u>COURSE NAME</u></b>			
	CAB	125	Comprehensive Word Processing	3	3	1

**II. PREREQUISITE:**

Hands-on experience on a microcomputer and the ability to type 20 wpm or consent of instructor.

**III. COURSE (CATALOG) DESCRIPTION:**

This comprehensive word processing course covers the use and application of basic word processing functions including entering, formatting, editing, moving, saving, printing and retrieving text as well as proofreading, correcting errors and spell-checking. Additional features to be covered include page numbering, headers and footers, footnotes/endnotes, hyphenation, thesaurus, merge, tables (including math calculations), sort, macros, templates, table of contents, indexes, fonts, and columns. An introduction to styles, charts, and forms will be presented as well as other features and techniques that enhance and simplify the creation of documents. Hands on applications are provided to reinforce their use.

**IV. LEARNING OBJECTIVES:**

Through the use of a microcomputer and the software package being learned the student will demonstrate the ability to:

- Enter manuscript information and business and/or personal letters.
- Proofread, correct errors, and make editorial changes in text.
- Save, retrieve, update and move text in accordance with appropriate manuals without unwanted modification.
- Initiate search and replace operations.
- Print text in accordance with reference manuals and utilize print preview for page layout.
- Use spell-check to correct misspelled words within a document
- Produce repetitive documents, by merging variable information with constant text.
- Prepare multi-page reports containing headers and footers, footnotes, endnotes, table of contents and index.
- Use the hyphenation function and thesaurus capability to produce quality documents.
- Establish tables using the tables feature to define columns and cells and the enter or cut and paste graphics and/or text.
- Use the tools necessary to set up mathematical formulas
- Sort data and variable fields on merge documents.
- Develop template patterns as a default setup mechanism for a variety of documents with repetitive formats including margins, formatting, and standard pieces of text.  
Group instructions and commands into a macro to automate a series of actions.

- Create styles to be assigned to paragraphs and various text which will assign a predetermined format to it.

## V. **ACADEMIC INTEGRITY:**

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- cheating
- plagiarism (turning in work not written by you, or lacking proper citation)
- falsification and fabrication (lying or distorting the truth)
- helping others to cheat
- unauthorized changes on official documents
- pretending to be someone else or having someone else pretend to be you
- making or accepting bribes, special favors, or threats and
- any other behavior that violated academic integrity

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

## VI. **OUTLINE OF TOPICS:**

**A.** Accessing and Exiting Word for Windows

**B.** File Management

1. Copying Files
2. Deleting Files
3. Creating

Folders/Subfolders

**C.** Creating

1. Margins
2. Tabs
3. Line Spacing
4. Page Breaks

**D.** Editing

1. Block Operations
2. Delete & Insert
3. Search and Replace
4. Copy & Move

**E.** Printing and Print Preview

**F.** Spell Check

**G.** Copy Enhancements

1. Bold
2. Center, Right, Left align
3. Indent
4. Underline

**H.** Document Features

1. Headers and Footers
2. Footnotes/Endnotes
3. Superscript/Subscript
4. Hyphenation
5. Thesaurus
6. Grammar Checker
7. Line Numbering
8. Auto Text
9. Drop Cap

**I.** Merge Documents

**J.** Tables

1. Creating Tables
2. Formatting
3. Calculations

**K.** Advanced Features

1. Styles
2. Macros
3. Templates and Forms
4. Charts
5. Columns
6. Sort

**VII. METHODS OF INSTRUCTION:**

Class lecture, lab, and individualized instruction

**VIII. COURSE PRACTICES REQUIRED:**

- A. Attend seminars as scheduled.
- B. Complete required assignments and tests.
- C. Attend lab as required.

**IX. INSTRUCTIONAL MATERIALS:**

Microsoft Word 2007 Windows XP Edition Signature Series by Nita Rutkosky and Audrey Rutkosky Roggenkamp, Paradigm Publishing (**REQUIRED**).

Two 3.5" floppy disks & case or flash drive

**X. METHODS OF EVALUATING STUDENT PROGRESS:**

Production of various documents including short business and personal letters, short reports and manuscripts. Completion of assignments and tests.

**Tests = 70% of grade** (If you are absent, tests can be taken in the testing center. Prior arrangement with instructor is required.)

**Homework assignments 20%**

**Attendance = 10% of grade**

I don't accept late homework unless you are absent. All homework listed on the seminar schedule is due the week following the lecture.

Homework is graded by the week and is worth a maximum of 10 points.

Complete and staple IN THE ORDER as listed on class schedule. Each week you will be turning in just one packet of stapled papers (no folders or coversheets)

On the first page **HANDWRITE** your name along with the Ch # and Asses # on EACH page. On all other pages, **HANDWRITE** Ch # and Asses #

CD's that come in the book are only for use at home. All of the documents from the CD's are stored on the Oakton hard drive at F:\samples\CAB\Word 2007

Save all of your work on a flash drive (or floppy disk, a: drive) or on your Oakton hard drive space. Print your work ASAP.

Read (or at least look over) the chapters before coming to class. It will help.

**XI. OTHER COURSE INFORMATION**

If you have a documented learning, psychological, or physical disability, you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in Instructional Support Services. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

**XII. COLLEGE POLICY ON THE OBSERVANCE OF RELIGIOUS HOLIDAYS**

Oakton Community College recognizes the broad diversity of religious beliefs of its constituencies. The College has embraced a practice of shared responsibility in the event a religious observance interferes with class work or assignments. Students who inform

instructors well in advance of an intended absence for a major religious observance will not be penalized. The instructor will make reasonable accommodations for students, which may include providing a makeup test, altering assignment dates, permitting a student to attend another section of the same course for a class period or similar remedies. Instructors are not responsible for teaching material again.

**XIII. COLLEGE POLICY ON DISABILITIES**

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office (635-1658) in the Learning Center (Room 2400 Des Plaines). All students are expected to fulfill essential requirements. The college will not waive any essential skill or requirement of a course or a degree program.

**XIV. MOS CERTIFICATION (now called MCAS)**

Successful completion of this course will help prepare you for the Microsoft Office Specialist (MOS) Exam in (insert exam title). Oakton Community College does not guarantee that you will pass the MOS exam after completing this course. If you do not pass the MOS exam, you cannot retake this course for free. For more information, go to

<http://www.microsoft.com/learning/mcp/officespecialist/requirements.asp>

**XV. SOFTWARE CHECKOUT**

Oakton Community College has partnered with the MSDN (Microsoft Developer Network) Academic Alliance to provide credit and non-credit students who are registered for CTIS (CIS, CAB, WWW) courses some of Microsoft's software that you may use to complete your studies. The software is specifically for coursework at Oakton Community College; it may not be reproduced, redistributed, sold, rented, leased, or transferred to any third party including contractors, other students, other department's personnel, other companies, or consultants performing services for the CTIS department. Any reproduction or redistribution of the software is prohibited by law, and may result in severe civil and criminal penalties. Currently this software includes MS Visual Studio.Net, Windows XP Professional, Microsoft Office Access, SQL Server, Microsoft Project and Microsoft Visio Professional. It does NOT include Excel, Word, or PowerPoint. This service does not provide installation support. Contact your instructor for further information.

**XVI. RESPONSIBLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY**

Rules for computer use are posted in computer labs as well as available in writing in each of the labs. Lab assistants and tutors are available to assist you in the lab regarding software and hardware questions. If you have a question about an assignment, however, you should contact me.

Users of the College's information technology facilities and resources, including hardware, software, networks, and computer accounts, are expected to use computer resources responsibly and appropriately, respecting the rights of other information technology users and respecting all contractual and license agreements.

*Under no circumstances is any of the software used at Oakton to be copied.* Copying software is in violation of Federal law and College policies. Suspected violations will be vigorously investigated and, if warranted, appropriate penalties applied. Specifically, you

do not have the right (1) to make copies of software for yourself or others, (2) to receive and use unauthorized copies of software, or (3) copy all or parts of a program written by someone else.

**XVII. Web Addresses**

CIS	<a href="http://www.oakton.edu/acad/dept/cis">http://www.oakton.edu/acad/dept/cis</a> Coordinator of CIS is Michele Reznick	<a href="mailto:mreznick@oakton.edu">mreznick@oakton.edu</a>
CAB	<a href="http://www.oakton.edu/acad/career/cas_pl.htm">http://www.oakton.edu/acad/career/cas_pl.htm</a> Coordinator of CAB is Doris Gronseth	<a href="mailto:dgronset@oakton.edu">dgronset@oakton.edu</a>
WWW	<a href="http://wwwprogram.oakton.edu">http://wwwprogram.oakton.edu</a> Coordinator of WWW is John Stryker	<a href="mailto:jstryker@oakton.edu">jstryker@oakton.edu</a>