



Brenda Terry

 Faculty
 Coastline Community ...

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BEGINNING MICROSOFT WORD - BC-C147-001
Offered By: Coastline Community College (CCC Fall 2012)

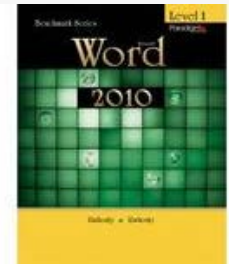
Term: CCC Fall 2012 (Aug. 27, 2012 thru Dec. 16, 2012)

Instructors: Brenda Terry

Start Date: Aug. 27, 2012 **End Date:** Oct. 21, 2012

CRN: 82527.201223


Description: This course is designed for students who want to learn how to use Microsoft® Word latest version to create professional-looking documents for workplace, school, and personal communication needs. Students will learn the essential features and functions of computer hardware, the Windows XP or Vista operating system, and Internet Explorer. Topics cover the basics of computer hardware, an introduction to Windows XP or Vista, an introduction to Internet Explorer, creating and editing documents, formatting and maintaining documents, applying formatting and inserting objects, creating tables, and using SmartArt to create diagrams and organizational charts. **ADVISORY:** BC C107A or typing speed at least 25 wpm. This course may be taken four times. Graded or Pass/No Pass option.



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 Beginning Microsoft Word(82527)

Course Syllabus

BC147 Beginning Microsoft Word - Online
Instructor: Brenda Terry **Email:** bterry@coastline.edu
Section #: 82527 **Dates/Time:** August 27th - October 21st, 2012

Books and Supplies:

- ~ Microsoft Word 2010 (Benchmark Series Level 1) by Rutkosky, ISBN: 978-0-76384-300-7;
- ~ Microsoft Word Software 2007 or 2010 (2008 or 2011 if using a Macintosh)
- ~ USB/Thumb Drive 1GB or more;

Course Description and Prerequisite: This course is designed for students who want to learn how to use Microsoft Word's latest version to create professional-looking documents for workplace, school, and personal communication needs. Students will learn the essential features and functions of computer hardware, the Windows operating system, and Internet Explorer. Topics cover the basics of computer hardware, an introduction to Windows XP or Vista or 7, an introduction to Internet Explorer, creating and editing documents, formatting and maintaining documents, applying formatting and inserting objects, creating tables, and using SmartArt to create diagrams and organizational charts. **ADVISORY:** BC C107A or typing speed at least 25 wpm. This course may be taken four times. Graded or Pass/No Pass option.

Student Learning Outcomes:

Upon successful completion of BC147...

- Given workplace, school, and personal communication scenarios, the student will use essential features and functions of computer hardware, the Windows XP or Vista operating system, and Internet Explorer 7.0 or higher.
- The student will use Microsoft Word 2007 XP or Vista or higher versions features and functions to create and edit memos, letters, and reports; apply appropriate formatting elements and styles to a range of document types; add graphics and other visual elements to enhance written communication; plan, research, write, revise, and publish documents to meet specific information needs; assess the communication purpose and then prepare the materials that achieve the goal efficiently and effectively.

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 Android. Search the app stores
 for "MyCCC"

Graded or Pass/No Pass option: You will receive a letter grade for this class unless you choose the Pass/No Pass Option. If you wish to take this class as a Pass/No Pass, then you will need to submit the [Pass/No Pass form](#) to the Admissions and Records Office by September 6th.

Drop Dates: Deadline to drop WITHOUT a W AND qualify for a refund is August 30th; Deadline to drop WITHOUT a W is September 6th; Deadline to drop WITH a W is October 5th. An instructor may officially withdraw a student who has unsatisfactory progress. However, ultimately it is YOUR responsibility to officially withdraw if you are unable to complete the class or wish to avoid an undesirable grade.

***** IMPORTANT!!! *****

Please submit the Letter of Agreement no later than September 5th. Anyone who has not submitted the Letter of Agreement by this date will be dropped from the class. Click on the Letter of Agreement link to read and submit the Letter of Agreement. (The Letter of Agreement link is located on the Course Information Page).

Email Correspondence: Your Coastline student email can be accessed by logging in to [MyCCC](#), and on the Home Tab, click on the Email link to the right side of the page. Please check your school email often (at least twice per week) so as to not miss out on any time sensitive announcements. Alternatively, I may also post messages to the announcements section of the Seaport course website, so please check the Announcements section of the Seaport course website weekly.

Disabled Students Services: The Special Programs and Services for the Disabled provides accommodations and/or services to enrolled students with professionally verified disabilities. If you need accommodations due to a disability, please contact the Special Programs and Services at (714) 241-6214 and/or visit their web page at <http://www.coastline.edu/departments/page.cfm?LinkID=420>. Once you have officially registered with Disabled Student Services, please speak with your instructor in regards to special needs you may have.

Academic Honesty: Please see the academic honesty policy at <http://www.coastline.edu/divisions/president/page.cfm?LinkID=312> It is your responsibility to know and understand what academic dishonesty, cheating, and plagiarism is and the consequences should you choose to participate in such activities.

Due Dates/Quiz Dates:

Chapter Assessments and Concept Checks Chapter Assessments and Concepts Checks are due by 11:59pm (Pacific Time) by the due date. You must upload your assessment files and Concepts Check to the appropriate Seaport class drop boxes no later than 11:59pm on the due date. For each day (or portion of a day) that you submit late, there will be a deduction of 2 points per Chapter Assessment and 1 point deduction for the Concepts Checks. Please submit your files to the correct drop box by READING and FOLLOWING the instructions in the Course Lessons.

Quizzes: Each quiz will be available for a 4 day period at the Seaport class site. There are NO MAKEUP QUIZZES unless prior arrangements have been made with the instructor.

*****There are three places where due dates are listed 1) Further down in this syllabus you will see due dates for assessments, quizzes, and the final exam. 2) The Grading Rubric at the Seaport class site lists all the due dates for the assessments, quizzes, and the final exam. 3) In the Course Lessons

I have provided you with sufficient information for due dates. As such, the "I had no idea it was due" or "I forgot "excuse is not acceptable

Other Notes: Always keep backups and save your files OFTEN as you work on your lessons and assignments. Computers and thumb drives sometimes die, and files will often be lost for good. If this happens you will still need to turn your work in on time. Keep one copy of your assignment on a computer and another copy on a thumb drive.

Points Breakdown: Twenty Five Chapter Assessments (56% of your grade), seven Concepts Check (8% of your grade), three quizzes (14% of your grade), one final exam (22% of your grade)

25 Chapter Assessments (10 points each): Each assessment is worth appx 2.25% of your grade	250 Points	<table border="1"> <thead> <tr> <th>Grade</th> <th>Percent</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>90% - 100%</td> <td>400 - 445</td> </tr> <tr> <td>B</td> <td>80% - 89%</td> <td>356 - 399</td> </tr> <tr> <td>C</td> <td>70% - 79%</td> <td>311 - 355</td> </tr> <tr> <td>D</td> <td>60% - 69%</td> <td>267 - 310</td> </tr> <tr> <td>F</td> <td>0% - 59%</td> <td>0 - 266</td> </tr> </tbody> </table>	Grade	Percent	Points	A	90% - 100%	400 - 445	B	80% - 89%	356 - 399	C	70% - 79%	311 - 355	D	60% - 69%	267 - 310	F	0% - 59%	0 - 266
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7 Concepts Check (5 points each): Each concepts check is worth appx 1.25% of your grade	35 Points																			
3 Quizzes (20 points each): Each quiz is worth appx 4.5% of your grade	60 Points																			
Final Exam: The final exam is worth 22% of your grade	100 Points																			
Total Points:	445 Points																			

Class Date	Lessons	Assessments/Concept Checks/Quizzes (click on the Course Lessons link at the Seaport class site to access the Instructions)
Aug. 20th - Aug. 26th	Using Windows 7 Using Internet Explorer 8	See the "Using Windows 7 and Internet Explorer 8" Lesson on the Course Lessons page
Week 1: Aug. 27th - Sept. 2nd	Chapter 1 - Preparing Documents	Chapter 1: Assessments 1 & 2 and Concepts Check (due September 4th)
Week 2: Sept. 3rd - Sept. 9th	Chapter 2 - Formatting Characters and Paragraphs	Chapter 2: Assessments 1 - 3 and Concepts Check (due September 11th)
Week 3: Sept. 10th - Sept. 16th	Chapter 3 - Customizing Paragraphs	Quiz #1 (Available September 12th - September 15th) Chapter 3: Assessments 1 - 4 and Concepts Check (due

		September 18th)
Week 4: Sept. 17th - Sept. 23rd	Chapter 4 - Formatting Pages	Chapter 4: Assessments 1 - 3 and Concepts Check (due September 25th)
Week 5: Sept. 24th - Sept. 30th	Chapter 5 - Applying Formatting and Inserting Objects	Quiz #2 (Available September 26th - September 29th) Chapter 5: Assessments 1 - 4 and Concepts Check (due October 2nd)
Week 6: Oct. 1st - Oct. 7th	Chapter 6 - Maintaining Documents	Chapter 6: Assessments 2, 3, 6 & 7 and Concepts Check (due October 9th)
Week 7: Oct. 8th - Oct. 14th	Chapter 7 - Creating Tables and SmartArt	Quiz #3 (Available October 10th - October 13th) Chapter 7: Assessments 1-5 and Concepts Check (due October 16th)
Week 8: Oct. 15th - Oct. 21st	***FINAL EXAM***	***FINAL EXAM***
<i>Note: I reserve the right to modify/change projects, topics, due dates, quiz dates to meet the needs of the class.</i>		