

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: OST 136 (51)

INSTRUCTOR: Michelle Perry

COURSE TITLE: Word Processing

OFFICE NO: NA

CREDIT HOURS: 3

OFFICE/VIRTUAL HOURS: E-mail instructor

CONTACT HRS/WK: 4 (2 Class, 2 Lab)

PHONE NO: Contact Dr. Broughton
252-789-0246

PREREQUISITES: None

FAX: 252-792-0826

COREQUISITES: None

E-MAIL: mperry@mcc.martincc.edu

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, the student should be able to work effectively in a computerized word processing environment.

PROGRAM LEARNING OUTCOMES:

1. Demonstrate an understanding of the administrative and support process and functions and how these influence effective business practices.
2. Utilize appropriate technology, techniques and practices to collect, process, and interpret information for decision making and administrative support.
3. Demonstrate professional communication skills to process, manage, and communicate information.

COURSE LEARNING OUTCOMES:

1. Use Microsoft Word 2007 to create, format, and edit basic documents such as letters, envelopes, reports, and newsletters.
2. Use Microsoft Word 2007 to complete a basic mail merge.
3. Use Microsoft Word 2007 to customize documents with templates, themes, and styles.

REQUIRED TEXTBOOK:

Zimmerman, S., Zimmerman, B., Shaffer, A., and Pinard, K. (2011). *New perspectives on microsoft office word 2007*, comprehensive, premium video edition. Mason, OH: Course Technology, Cengage Learning. ISBN: 978-0-5384-7592-1.

SUPPLEMENTAL RESOURCES: Software: Microsoft Word 2007.

LEARNING/TEACHING METHODS: Student discussions, online PowerPoints, supplemental information, projects as assigned, internet assignments, online assessment evaluations, assigned readings, and outside reading assignments.

ASSESSMENTS/METHODS OF EVALUATION:

- Graded Assignments = 40%
- Quizzes = 30%
- Final Exam = 20%
- Outside Reading Assignments = 5%
- Discussion Board = 5%

Total = 100%

GRADING POLICY: Letter grades will be determined using a standard percentage point evaluation as outlined below.

A	93%-100%
B	85%-92%
C	77%-84%
D	70%-76%
F	Below 70%

Penalty points for Errors:

Misspelled words	-5
Instruction (actual or implied) not followed	-5
Assignment named incorrectly	-10
Omission of text (minimum of -5 points)	-20 maximum
Spacing or punctuation errors	-2
Capitalization errors	-2
Incomplete assignment	Not accepted (grade of zero)

COURSE OUTLINE (subject to change):

Chapter	Week
Class Introduction	1
Tutorial 1	2-4
Tutorial 2	5-7
Tutorial 3	8-10
Tutorial 4	11-13
Tutorial 5	14-16

STUDENT ATTENDANCE POLICY: The census date is the date on which 10 percent of the total course hours have been met. Students must enter the course during the first ten percent of the course in order to be considered enrolled in the course. If a student has not completed the requirements for entering the course by the census date, the instructor will administratively withdraw the student. The student will not be allowed to attend class. The following requirements must be met in order to be enrolled in this course:

- (1) First, students must complete a technology assessment located on the Blackboard login page.

- (2) Second, students must log in to Blackboard and complete the first assignment by the census date for this course.

Both the technology assessment and the first assignment must be completed for students to remain in the course. If students are taking more than one online course, the student ONLY takes the technology assessment ONE time.

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours for this course. Attendance for this course will be based on completion of at least one required assignment for a given week.

Students who miss more than six contiguous contact hours (two weeks) or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact with the instructor may be administratively withdrawn from the class by the instructor and given a grade of "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA. The course syllabus will indicate what the instructor considers a justifiable absence and will define "verifiable contact." Students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F." A form for officially withdrawing can be obtained in the registrar's office. If you plan to withdraw, you must notify your instructor in order to obtain your last date of attendance which you will need in order to complete the withdrawal form. Withdrawing from a course should not be taken lightly since it can affect financial aid and will be listed on your transcript.

Students are expected to submit work by the due date for the assignment. Late assignments will be accepted at the discretion of the instructor. Late submission of assignments will only be allowed in the case of a justifiable reason. Justifiable reasons include a death in the family (mother/father/sibling/grandparent), sickness (student or mother/father/sibling/grandparent – doctor's note must be provided), or other emergency (instructor will determine whether make-up work is allowed based on information provided by the student – instructor has the final call on what is an emergency). If a student is allowed to submit a late assignment, there will be a 10-point deduction if the student submits the assignment within one week of the due date. There will be a 20-point deduction if the assignment is submitted more than one week late. Assignments will not be accepted more than two weeks late. Verifiable contact is defined as an e-mail to the instructor. Your instructor will make every effort to check e-mail at least once a day.

Students will be counted absent from the date they register for each course.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn or if they officially withdraw.

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES: A grade of 0 will be given for any work that is not completed by the due date unless the instructor is contacted with a justifiable reason. The student is responsible for checking e-mail and logging into the course in order to obtain any announcements regarding the course. All class work will be assigned with a generous time deadline.

INTERNET POLICY: Internet services are provided for Martin Community College staff, faculty, and students to support professional activities and educational needs. All MCC users are responsible for using the Internet in an effective, efficient, ethical, and lawful manner.

Internet access is a privilege, not a right, and, as such, students who use it improperly can be suspended or dismissed. This policy applies to all college-owned and -managed computer systems including hardware, data, software, and the communication networks associated with these computers.

ACADEMIC HONESTY: You are expected to do your own academic work. This means that you do not use another student's work. All submissions will be monitored carefully.

Cheating, dishonesty, fabrication, falsification and forgery, multiple submissions, plagiarism, and computer misuse will not be tolerated and will lead to a failing grade. Take pride in doing your own work.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at 252-789-0246 or 252-789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.

This syllabus is subject to change. Students will be notified before any changes are made.