

**MARTIN COMMUNITY COLLEGE**  
**BCI COURSE SYLLABUS**  
**Semester/Year: Spring 2011**

**COURSE NUMBER:** OST 236

**INSTRUCTOR:** L. Leary

**COURSE TITLE:** Advanced Word /Information Processing

**CLASSROOM:** P3

**CREDIT HOURS:** 3

**CLASS HOURS:** 8:00 am – 11:00 am  
12:30 pm – 3:30 pm

**CONTACT HRS/WK:** 4 (2 class, 2 lab)

**CLASS DATES:** 4/7/11 to 4/26/10

**PREREQUISITES:** OST 135 or OST 136

**COREQUISITES:** None

**COURSE DESCRIPTION:** This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

**PROGRAM LEARNING OUTCOMES:**

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

**COURSE LEARNING OUTCOMES:**

1. Use Microsoft Word 2007 to create form letters with mail merge, mailing labels, to track changes in documents, to create web pages.
2. Use Microsoft Word 2007 to create on-screen forms and use advanced table techniques.
3. Use Microsoft Word 2007 to demonstrate the management of long documents with page numbering, graphs, an index, and a table of contents.

**REQUIRED TEXTBOOK:** Zimmerman, S., Zimmereman, B., Shaffer, A., and Pinard, K. (2008). New perspectives on microsoft office word 2007: Comprehensive, Mason, OH: Cengage Course Technology. ISBN: 1-44239-0582-2 / 978-1-4239-0582-0

**SUPPLEMENTAL RESOURCES:** Will be provided

**LEARNING/TEACHING METHODS:** Lecture, individual/group discussion, written tests and hands on projects, and Outside Reading Assignments

**ASSESMENTS/METHODS OF EVALUATION:**

1. Textbook assignments including tutorial assignments, review assignments, case studies, Internet assignments, and reality check assignments = 25%

2. Outside Reading Assignments = 25%

3. Final exam = 50%

### **GRADING POLICY:**

Your grade is computed as a percentage of possible points. Your actual points earned are divided by the possible points earned.

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

Below 60 = F

### **COURSE OUTLINE:**

Week 1	Tutorial 5 – Working with Templates and Outlines Tutorial 6 – Using Mail Merge
Week 2	Tutorial 7 – Collaborating with Others and Creating Web Pages Tutorial 8 – Customizing Word and Automating Your Work Tutorial 9 – Creating On-Screen Forms Using Advanced Table Techniques

### **STUDENT ATTENDANCE POLICY:**

The census date is the date on which 10 percent of the total course hours have met. Students must be present in at least one class during the first 10 percent of the course in order to be considered enrolled in the course. Students who do not attend the course by the census date will be administratively withdrawn from the course by the instructor and will not be allowed to attend class. 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.

**\*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 minimum 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:** The student is responsible for obtaining material when he/she is absent. The student can contact a classmate who was present. Missed quizzes or exams cannot be made up without good cause and adequate notice. Any uncoordinated, unexcused, or missed quiz or exam will result in a score of 0 for that exam. All class work will be assigned with a generous time deadline. No late work will be accepted for credit toward the course grade. Assignments that are turned in late will receive a score of 0 unless previous arrangements have been made with the instructor. Students who are disruptive may be asked to leave class. This will result in your being marked absent for the class.

**If you cannot reach your instructor, please contact your case manager.**

***If you have a need for a disability-related accommodation, please notify your case manager.***