Cerro Coso Community College
CSCI 121 Beginning Word
Course Syllabus

Instructor: Karen O'Connor   E-mail: koconnor@cerrocoso.edu

Office hours: 6:15 - 6:45 Tues, Wed, Thurs and 4:00 to 5:10 Tues, Wed, Thurs
Office phone: 760 384 -6172
Room: 710
Units: One Time: 5:10-6:15 Tues, Thurs
Dates: January 22, 2008 - May 15, 2008
CRN: 30128

Required text and software:

Text: *Microsoft Word 2007(New Perspective Series),* Course Technology, 2007.
Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft Word 2007.

Course Description:

This hands-on computer course is designed to provide basic understanding of word processing concepts using Microsoft Word. Learners create, edit, and format documents including business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the core level Microsoft Office Specialist certification exam for Microsoft Word.

Course Objectives:

Upon successful completion of this course the learner will be able to:

- Apply basic word processing formatting features to create, edit, and print documents including business and cover letters, multiple page reports, and newsletters.
- Manage files and folders for efficient saving and retrieval of word processing documents.
- Determine and apply appropriate problem solving techniques using Help and reference material off and online for successful creation of basic documents using Microsoft Office.

Week of	Topics	Class	Text Pages
	Introductions, Survey Course Syllabus, Download data files	1	
01/29/08	Tutorial 1 Session 1.1 Session 1.2	2	
02/05/08	Tutorial 1 Review Assignment	3	
02/12/08	Case problem Two	4	
02/19/08	Tutorial One Project	5	
02/26/08	Tutorial 2 Session 2.1	6	
03/04/08	Session 2.2	7	
03/11/08	Tutorial 2 Review Assignment Case Problem Two	8	
03/18/08	Tutorial Two Project	9	
04/01/08	Tutorial 3 Session 3.1	10	
04/08/08	Session 3.2	11	
04/15/08	Tutorial 3 Case Problem Two	12	
04/22/08	Tutorial 4 Session 4.1	13	
04/29/08	Session 4.2	14	
05/06/08	Tutorial 4 Review Assignment Case Problem Two	15	
05/13/08	Final Assessments due No regular classes – see CC schedule for testing	16	

REFER to the first page of each tutorial for a list of required files for each session.
Don't skip anything, but READ before you follow steps...
Ask yourself what you are doing BEFORE you try to do it...
DO your Quick Check reviews and check your answers.
ASK for help when you don't understand.

Sessions, Review and Case Study Assignments:

The class is divided into four chapters (sessions) of information to be covered. Tutorial 1 and 2 class assignments, sessions, reviews, and case studies are due BEFORE the mid term assessment date. Tutorial 3 and 4 class assignments, assignments, review, and case studies are due BEFORE the final exam date.

Mid Term and Final Assessments:

You will receive an assessment project for each tutorial to be completed AFTER you do the tutorial, the review, and the case. You may choose to do Case Study Two or Three instead of the project, to qualify for your practical assessment. There will also be an open book theory learning festival assignment due by the last Tuesday of the semester in May...

Name:

Your Record		Marking Guide	Circle attended Classes	HOMEWORK (guide)
	10 10	Introduction and Orientation Survey (Class Assignment) Data SetUp (Class Assignment)	1	Read Tutorial 1 - Session 1.1
	10	Tutorial 1, Session 1.1	2	Read Tutorial 1 - Session 1.2
	10 10	Tutorial 1 Session 1.2 Review Tutorial 1 (Dalton2, 3)	3	Review Tutorial 1 Read review assignment & case study
	10 10	Tutorial 1 Review Assignment Case Study	4	Read Tutorial 2 session 2.1
	10	Tutorial 2 Session 2.1	5	Review Tutorial 2 session 2.1
	10	Tutorial 2 Session 2.2	6	Review Tutorial 2 Read review assignment & case study
	10 10	Review Tutorial 2 Case Study	7	SAM Training Reconcile marking guide
	100	Mid Term Assessment	8	SAM Training and Assessment Read Tutorial 3 - Session 3.1
	10	Tutorial 3 Session 3.1	9	Read Tutorial 3 - Session 3.2
	10	Tutorial 3 Session 3.2	10	Review Tutorial 3 Read review assignment & case study
	10 10	Review Tutorial 3 Case Study	11	Read Tutorial 4 - Session 4.1
	10	Tutorial 4 Session 4.1	12	Read Tutorial 4 - Session 4.2
	10	Tutorial 4 Session 4.2	13	Review Tutorial 4 Read review assignment & case study
	10 10	Review Tutorial 3 Case Study	14	Review for Final Assessment SAM Training
	100	Final Assessment	15	SAM Assessment Reconcile completed marking guide
			16	

Grading Policy: Semester grades will be based on lab work, class and SAM assignment, major topic area exams. Assignments and point values are listed below.

Assignment	Points	Total
4 Session Assignments	40	160
4 Case Studies	10	40
4 Review Assignments	20	80
4 Project Assessments		120
Final Theory Learning Festival	100	100
Total Points		500

Point Grading Scale

450 and up	A
400 and up	B
350 and up	C
300 and up	D
Below 240	F

Accommodations: The College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, contact Special Services at 760-384-6250.

Changes: The instructor holds the right to change the syllabus when necessary and appropriate. If there is a revision it will be clearly communicated to you in writing.

Attendance/Make-Up Policies: Cerro Coso Community College policy states that you may be dropped from the class after four un-excused absences. If a student wishes to drop the class it is the student's responsibility to officially drop the class by contacting the admissions and records office.