Course Discipline and Number: CAPS 111   **Year: 2018-2019**
Course Title: Introduction to Word Processing   **Credit Hours: 1**

Attendance Policy: To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.

Services for Students with Disabilities: It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.

Course Description

An introduction to the operation and uses of a word-processing program that covers topics related to the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Word. Topics include inserting and modifying text, creating and modifying paragraphs, formatting documents, managing documents, working with graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Word. Students may not receive credit for both CAPS 105 and CAPS 111 toward their degree program. Prerequisites: Prior completion or concurrent enrollment in MATH 090, ENGL 099, and RDNG 099 if required by placement testing; familiarity working in a Microsoft Windows environment is recommended. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

Course Context/Audience

This is an introductory course in the use of word processing features that can be used to satisfy a CAPS elective requirement.

Basic Skills/Entry Level Expectations

Writing: W1 Student should be taking ENGL 099 (if needed). The course requires very limited writing, e.g., short written responses of a paragraph or less.
Math: M0 Course requires very little or no math.
Reading: R1 Course may be taken concurrently with RDNG 099.

Course Goals

By successfully completing this course, the student will

1. Develop an understanding of the operations and uses of word processing software.

2. Become familiar with the terminology and use of the Windows Operating system and Microsoft Word.

3. Be able to launch a word processing application and exhibit familiarity with the basic functions including: starting and exiting, saving, retrieving and printing files, editing documents, using writing tools, and formatting documents.

Course Objectives/Topics

Objective/Topic	# Hours
The student should demonstrate proficiency with: a) Inserting, modifying, and moving text and symbols, b) Applying and modifying text formats, c) Correcting spelling and grammar usage, d) Applying font and text effects, e) Entering and formatting Date and Time, f) Applying character styles.	4 Hours
The student should exhibit proficiency with: a) Modifying paragraph formats, b) Setting and modifying tabs, c) Applying bullet, outline, and numbering formats to paragraphs, d) Applying paragraph styles.	4 Hours
The student should exhibit proficiency with: a) Creating and modifying headers and footers, b) Applying and modifying column settings, c) Modifying document layout and Page Setup options, d) Creating and modifying tables.	4 Hours
The student should exhibit proficiency with: a) Managing Documents, b) Managing files and folders for documents, c) Creating documents using templates, d) Saving documents using different names and file formats.	4 Hours
The student should exhibit proficiency with: a) Inserting images and graphics, b) Creating and modifying diagrams and charts, c) Workgroup Collaboration.	2 Hours
The student should exhibit proficiency with: a) Inserting, viewing and editing comments, b) Converting documents into Web pages.	2 Hours

General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
Students will be able to ➢ develop meaningful questions to address problems or issues. ➢ gather, interpret, and evaluate relevant sources of information. ➢ reach informed conclusions and solutions. ➢ consider analytically the viewpoints of self and others.	Not addressed.
SOCIAL/GLOBAL AWARENESS OUTCOMES	**HOW DOES THE COURSE ADDRESS THE OUTCOMES** (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
➢ Students will begin to understand how their lives are shaped by the complex world in which they live. ➢ Students will understand that their actions have social, economic and environmental consequences.	Sharing of electronic information. Sharing of electronic documents/confidentiality Production costs Environmental Waste

Instructional Methods
The class is designed to be taught over five weeks in a lecture/lab format with approximately 2 hours per week of lecture and 2 hours of lab. The instructor should interact with students and assist them with problems they may encounter in completing the assignments. Web-based sections require that the instructor be available for questions and student interaction. Instructors should post and maintain regular "virtual" office hours each week when they can respond to student questions.

Methods of Assessment/Evaluation

Method	% Course Grade
Lab Problems/Exercises	40 - 60%
Final Exam	40 - 50%
Quizzes (optional)	<= 20%

Text(s)
The Professional Approach Series, Word 2007, Hinkle, McGraw-Hill Higher Education, 2008
The Professional Approach Series, Word 2010, Hinkle, McGraw-Hill Higher Education, 2010

Bibliography
Microsoft Word 2007: Specialist & Expert (Signature Series), Rutkosky, Nita H., © 2008: EMC/Paradigm Publishing.
Microsoft Word 2010: Specialist & Expert (Signature Series), Rutkosky, Nita H., © 2010: EMC/Paradigm Publishing.

The O'Leary Series: Microsoft Office Word 2007 Introductory, Timothy J O'Leary and Linda I. O'Leary, © 2008: McGraw Hill.
The O'Leary Series: Microsoft Office Word 2010 Introductory, Timothy J O'Leary and Linda I. O'Leary, © 2010: McGraw Hill

Microsoft Office Word 2007, Gary B. Shelly, Thomas J. Cashman and Misty E. Vermaat, 3rd edition, © 2007, Course Technology.

Microsoft Office Word 2010, Gary B. Shelly, Thomas J. Cashman and Misty E. Vermaat, 4rd edition, © 2010, Course Technology

Other Learning Resources

Audiovisual No resources specified	
Electronic Mous.net Internet site for Microsoft Office User Specialist Testing	
Other No resources specified	