Course Discipline and Number: CAPS 105   **Year: 2023-2024**
Course Title: Word for Personal Use   **Credit Hours: 2**

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

Microsoft Word is used to create personal and school-related documents. The focus is on acquainting new users with basic operation of the microcomputer, introductory text editing commands, tabs, spell checking, columns, basic business letter style, headers/footers, report styles, and tables. 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. 2 Cr. (2 Lec., 2 Lab. for 10 weeks) Occasionally.

Course Context/Audience

This course in Word for Personal Use can be used as a CAPS elective in a variety of programs. CAPS electives are required in most degree programs and can be accepted for transfer as a computer technology application course. This course satisfies the writing/research part of TC3 Gen Ed Goal #4, Option B. It also satisfies Goal #2, where the student must organize information into a variety of contexts.

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: M1 Taking MATH 090 (if needed) – Course requires limited use of very basic mathematical skills.
Reading: R1 Course may be taken concurrently with RDNG 099.

Course Goals

Upon successful completion of this course, the student should be able to:

1. Store, retrieve and print documents using the most current and available version of Word.
2. Perform text editing features such as bold, underlining, centering, delete, insert, move, copy and format changes.
3. Create footnotes/endnotes, perform merges and add comments to a document.
4. Create accepted business formats for personal/business letters and reports.
5. Proofread documents for spelling, keyboarding, formatting, and other errors.
6. Insert a variety of tabs within a document.
7. Create tables and a variety of charts using Wordword.
8. Add a variety of visual elements to a document.

Course Objectives/Topics

Objective/Topic	% Course
Creating, printing and editing documents	15%
Applying and formatting characters	5%
Formatting paragraphs	5%
Formatting documents	15%
Maintaining documents	5%
Customizing documents (headers/footers, page number, find and replace text)	15%
Create tables and charts	10%
Merge documents and sort and select data	15%
Adding visual elements to documents	15%

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.	Use of Electronic documents vs. paper documents. Collecting assignments electronically. Production costs.

Instructional Methods

The class is designed to be taught over ten weeks in a lecture/lab format that meets for 4 hours per week. The instructor should demonstrate specific techniques using charts and overhead projectors with screen shots. Presentation software should also be used to demonstrate document creation.

Methods of Assessment/Evaluation

Method	% Course Grade
Projects/tests	50%
Attendance	5%
Class assignments	45%

Text(s)

Microsoft Word 2007, Rutkosky, N.H., Benchmark Series Edition, © 2007 EMC/Paradigm Publishing.

Microsoft Word 2010, Rutkosky, N.H., Benchmark Series Edition, © 2010 EMC/Paradigm Publishing

Bibliography

Cashman, Microsoft Word 2007, © 20037: Course Technology.
Cashman, Microsoft Word 2010,: Course Technology

Other Learning Resources

Audiovisual No resources specified
Electronic CD that accompanies text book.
Other No resources specified