



# CHIPOLA COLLEGE

## COURSE SYLLABUS

**COURSE TITLE:**

**Word Processing**

**COURSE NUMBER:**

**CGS 1500**

**COURSE DESCRIPTION:**

An in-depth course in word-processing software and functions. Topics include creating, editing, and formatting documents; report creation including outline, table of contents, footnote/ endnote, and index; merging documents; form letters and mail merge; and creating tables, charts, forms, newsletters and Web pages.

**PREREQUISITES:**

CGS 1060 or consent of department.

**NAME(S) OF INSTRUCTOR(S):**

Vikki Milton

**DATE OF LATEST REVISION:**

January 2009

**REQUIRED TEXTBOOKS:** (Please include title, author, publisher, edition)

Microsoft Office Word 2007 Comprehensive Concepts and Techniques, Shelly, Cashman, & Vermaat, Thomson Course Technology, 2008  
2007 Skills Assessment Manager (SAM 2007), with PIN code, Thomson Course Technology, 2007

**REQUIRED HARDWARE / SOFTWARE**

**A computer with the following software:**

- **Windows (XP or Vista)**
- **Internet Explorer or other web browser (IE 7.0 or higher)**
- **Microsoft Word 2007**
- **Media for transporting files—eg., USB drive or 3.5" high-density IBM/Windows-compatible diskettes**

Note: Computers with this configuration are available in on-campus labs. The Information Technology Center (upstairs in library) is available most weekdays and evenings; check the library for exact hours of operation. Students planning to complete assignments using off-campus computers must provide their own software. The instructor can provide information about educational discount pricing available to students.

**GRADING POLICIES:**

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 93- 100

B – 82 – 83

C – 70 – 82

D – 60 – 69

F – 59 or less

**See your Syllabus Supplement for individual instructor practices.**

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

**DISCIPLINE-SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**

CGS 1500 is not a General Education Core course. However, it does address competencies in the Technology Area.

T-1 Use a computer to create, save, copy, and print files.

T-3 Access, search, and retrieve information from electronic databases and/or the Internet.

**STUDENT LEARNING OUTCOMES/OBJECTIVES FOR CGS 1060:**

See chart, last page.

**MEANS OF ACCOMPLISHING OUTCOMES:**

- Read and study assigned material from the text;
- Complete assignments and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes and exams.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through [www.linccweb.org](http://www.linccweb.org) and [www.netlibrary.com](http://www.netlibrary.com). Library hours are posted each semester at the building entrance.

Chipola's website is located at [www.chipola.edu](http://www.chipola.edu).

**See your Syllabus Supplement for individual instructor recommendations and resources.**

**TECHNOLOGY RESOURCES:**

The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance.

### **ASSIGNMENT SCHEDULE:**

**See your Syllabus Supplement for individual instructor assignment schedule.**

### **ATTENDANCE AND WITHDRAWAL POLICIES:**

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

**See your Syllabus Supplement for individual instructor or department-specific attendance and withdrawal policy.**

### **MAKE-UP POLICY:**

Chipola allows each instructor to specify in the instructor handout the makeup policy.

**See your Syllabus Supplement for individual instructor makeup policy**

### **ACADEMIC HONOR CODE POLICY:**

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to

- 1) uphold the highest standards of academic honesty in his/her own work;
- 2) refuse to tolerate academic dishonesty in the college community; and
- 3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

### **STUDENTS WITH DISABILITIES POLICY:**

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**COURSE, DISCIPLINE, AND GENERAL EDUCATION  
COMPETENCIES**

<b>STUDENT LEARNING OUTCOMES FOR CGS 1060</b>	<b>DISCIPLINE- SPECIFIC GENERAL EDUCATION COMPETENCIES*</b>	<b>GENERAL EDUCATION CORE COMPETENCIES</b>
<b>The student will be able to:</b>		
Use a word processing software to create, edit and format documents for professional and personal use;	T-1, T-3	T
Perform basic microcomputer operations such as startup/shutdown and use of the keyboard and mouse;	T-1	T
Perform disk and file management tasks using the Windows operating system;	T-1	T
Access files and other resources using a local area network;	T-1	T
Locate information on the World Wide Web;	T-3	T

For a list of Chipola's College-Level Competencies, see [www.chipola.edu](http://www.chipola.edu).