Fall 9-1-2006

CRT 108.01: Word Processing

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COURSE NUMBER AND TITLE: CRT 108 Word Processing

DATE REVISED: Fall 2006

SEMESTER CREDITS: 2

Prereq: CRT 100 or consent of instructor

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COURSE DESCRIPTION: Preparation of business forms, correspondence, mail merges, columnar projects, and reports using up-to-date software. Business related application projects, graphics, and printer operation are included.

STUDENT PERFORMANCE OUTCOMES:

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

1. Use Windows environment efficiently.
2. Perform file management tasks including creating directories, deleting, renaming, copying and moving files.
3. Prepare documents including resumes, letters, memorandums, research papers/business reports, fliers, and newsletters.
4. Add attributes such as underlining, bolding, centering, watermarks, and bulleted lists.
5. Use the format command and ruler bar to create and set left, right, center, and decimal tabs.
6. Create, format, and edit tables and charts.
7. Perform basic desktop publishing techniques: graphics, text boxes, horizontal and vertical lines, text art, and columns.
8. Create form letters using mail merge.
10. Key text at a minimum speed of 30 gwam for five minutes with five or fewer errors.


SUPPLIES: Two 3½” floppy diskettes or a USB (flash) drive. Printing as required for projects and tests

COURSE OUTLINE:

I. Getting Started
   a. Hardware
   b. Signing onto the network
   c. Lab/course policies
   d. Using Windows
   e. Files management

II. Introduction to Microsoft Word 2003
   a. Using Windows to access Word
   b. Word window
   c. Entering text
   d. Saving documents
   e. Formatting paragraphs and characters
   f. Inserting clip art
   g. Editing documents
   h. Using Word Help System
   i. Project application

III. Creating a Research Paper
   a. Margins, line spacing, headers, and page numbering
   b. Body of research paper
   c. Alphabetical works cited page
   d. Proofing and revising
   e. Navigating to hyperlinks
   f. E-mailing documents
   g. Using research task pane
   h. Project application

IV. Creating a Resume Using Wizard and Cover Letter with a Table
   a. Using Word’s resume wizard
   b. Personalizing resume
   c. Creating letterhead
   d. Creating cover letter
   e. Addressing and printing envelopes and mailing labels
   f. Smart tags
   g. Document summary
   h. Project application

V. Creating Web Pages using Word
   a. Saving a Word document as a web page
   b. Formatting and previewing a web page
   c. Web feature summary
   d. Project application
VI. Creating a Document with a Table, Chart, and Watermark
   a. Creating a title page
   b. Inserting an existing document into an open document
   c. Creating headers and footers
   d. Formatting and charting a table
   e. Working with formats, styles, and bulleted lists
   f. Drawing a table
   g. Creating a watermark
   h. Revealing formatting
   i. Project application

VII. Generating Form Letters, Mailing Labels, and Directories
   a. Identifying main document for form letters
   b. Working with autoshapes and drawing canvas
   c. Creating a data source
   d. Composing main document for form letters
   e. Addressing and printing mailing labels
   f. Merging all data records to a directory
   g. Projection application

VIII. Creating a Professional Newsletter
   a. Desktop publishing terminology
   b. Creating nameplates
   c. Inserting and formatting WordArt drawing objects
   d. Adding ruler lines, symbols, text, and borders
   e. Inserting and formatting graphics, columns, drop caps, text boxes, and diagrams

IX. Speed Development
   a. Skill building drills
   b. Timings

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

All projects, tests, skill building drills, and timings will be graded on a point system (points received/points available). Total points earned will be divided by total points possible for letter grades as follows:

\[
\begin{align*}
90 - 100\% & = A \\
80 - 89\% & = B \\
70 - 79\% & = C \\
60 - 69\% & = D
\end{align*}
\]

TIMINGS:

Students must complete a minimum of five (5) timings during the semester to earn a maximum of 50 points. Points will be awarded as follows:

\[
\begin{align*}
45+ \text{ gwam} & = 10 \text{ points} \\
40-44 \text{ gwam} & = 8.5 \text{ points} \\
35-39 \text{ gwam} & = 7.5 \text{ points} \\
30-34 \text{ gwam} & = 6.5 \text{ points} \\
\text{Below 30} & = 5 \text{ points}
\end{align*}
\]

Students may submit more than five timings. Points will be awarded based on the highest five timings submitted. All timings must be completed using Southwestern Keyboarding Pro. They must be initialed by a lab monitor if not done in class. Timings must be submitted by hard copy no
later than December 7. Timing points will be recorded in Blackboard at the end of the semester. Students should check periodically with faculty to determine number of timings submitted.

DRILLS:

Skill building drills will be required as follows:

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>LESSONS</th>
<th>PAGES</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>57-61—25 points</td>
<td>pp. 68-72</td>
<td>OCT. 19</td>
</tr>
<tr>
<td>2</td>
<td>62-66 &amp; 112—30 points</td>
<td>pp. 73-77 &amp; p. 136</td>
<td>DEC. 7</td>
</tr>
</tbody>
</table>

Students should key all lessons as indicated in the above table using SKILLBUILDING: Building Speed and Accuracy on the Keyboard. Please ignore instructions which require timings within the skill building drills. Lesson 112 should be completed using number keypad. Please complete all drills required for each assignment in one Word document, saved as student's last name and assignment number. When completed, this document should be placed in the digital drop box in Blackboard.

ASSIGNMENTS:

Projects will be assigned throughout the semester. Full points will be given for projects which are correctly formatted and proofread for accuracy, such as spelling and punctuation. Projects must be submitted by due date to earn full points. Late work will be accepted for only one week after due date. Late projects will receive fewer points to result in a one-letter grade reduction. Unsubmitted projects will be recorded as zeros. Projects must be completed using Microsoft Word.

TESTS:

Pre-announced project tests will be given. Tests will be evaluated based on correct formatting and error-free results under time-controlled conditions. Students will be allowed to use notes, text, and corrected projects during testing.

Students may not make up missed tests except under extraordinary and emergency circumstances. Students are responsible for notifying faculty before the test is administered, or they will not be allowed to reschedule test.

OTHER POLICIES:

All cell phones must be turned off during class time. Students should be attentive during class—playing games or reading/sending e-mail during faculty presentations is disruptive to faculty and other students. Children are not allowed in computer labs.

ACADEMIC INTEGRITY:

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

FINAL EXAM: Thursday, December 14, 3:20-5:20