

Spring 1-2016

CAPP 254.01: Advanced Microsoft Word

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**THE UNIVERSITY OF MONTANA MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT**

COURSE SYLLABUS

COURSE NUMBER AND TITLE: *CAPP 254-SP16-Boller, ADVANCED MS WORD*
DATE REVISED: Spring 2016
SEMESTER CREDITS: 3
PREREQUISITES: CAPP 154
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OFFICE: AD 11E
OFFICE HOURS: Monday, Wednesday Friday 10-11

COURSE DESCRIPTION:

Analysis of the concepts of advanced word processing document production underlying mastery of the software. Business-related application projects utilizing critical thinking are included. A speed and timing component to increase skills essential for employment will be a portion of this course.

STUDENT PERFORMANCE OUTCOMES:

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

1. Apply and use attributes in advanced tables, advanced charts, macro feature commands, and hyperlinks.
2. Perform advanced file management tasks including creating multiple directories, deleting, renaming, copying and moving files using the Windows environment.
3. Create master documents and make revisions, additions and deletions to the master documents.
4. Perform advanced desktop publishing techniques and concepts.
5. Use the ruler bar to create and set left, right, center, and decimal tabs.
6. Apply advanced document production skills in business simulation projects.

REQUIRED TEXTS AND MATERIALS:

SBI Advanced Word Processing Simulation, Second Edition by Ambrose and Jones. Thomson Southwestern: 2005
Microsoft Office Certification Prep and Test Voucher with 1 Retake (Will provide Info)

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

| | |
|------------------------------|------|
| Production work | 70 % |
| Microsoft Office Cert. Exam | 10% |
| Microsoft Certification Prep | 10% |
| Attendance | 10% |

GRADING SCALE

| | |
|---------------|----------|
| 94-100 | A |
| 88-93 | B |
| 80-87 | C |
| 74-79 | D |

PRODUCTION:

Each project will be evaluated on a point system (points received/points available). Full credit will be given for those projects that are error free, in correct format and submitted by due date. All work must be completed in Word.

Points will be deducted for spelling, punctuation, or format errors.

Late work will be accepted for one week after due date. Projects that are submitted late will be lowered **3** points per project. Unsubmitted projects will be recorded as zeros.

There is no opportunity to make up missed tests unless an emergency situation occurs. **The instructor must be notified before the test is administered in order for a makeup exam to be given.** Students must make arrangements to take the test the day they return to school.

MICROSOFT OFFICE CERTIFICATION PRACTICE

During the semester students will have access to the test prep software that will be used to prepare for the Microsoft WORD Certification. This portion of the class will be worth 10 percent of your grade

MICROSOFT OFFICE CERTIFICATION EXAM

This test must be taken before the end of the semester and will be set up on an individual basis no later than 3 weeks before the end of the semester with the testing center at UM. The grade that is received on the exam will account for 20 percent of your overall grade for the course.

ATTENDANCE

Attendance is required. You will be given points for attending each class. No points will be given for missed classes under any circumstances.

OTHER POLICIES:

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.

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). "Reasonable" means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult the [DSS website](#).

ALL CELL PHONES MUST BE TURNED OFF DURING CLASS TIME. No children, spouses or significant others are allowed to use the computers at the COT unless enrolled at the college. No food or drinks allowed at the computer stations during class time.