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CRT 108.01: Word Processing

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

COURSE SYLLABUS

COURSE NUMBER AND TITLE: CRT 108 Word Processing

DATE REVISED: Fall 2004

SEMESTER CREDITS: 2

Prereq: CRT 101 or consent of instructor

FACULTY: Michelle Boller

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Office: Adjunct Office

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 a Windows environment and operate a mouse
2. Perform file management tasks including creating directories, deleting, renaming, copying and moving files.
3. Prepare business documents including letters, memorandums, and reports
4. Use proofreading marks and make necessary editions to business documents.
5. Add attributes such as underlining, bolding, and centering.
6. Use the format command and ruler bar to create and set left, right, center, and decimal tabs.
7. Create, format, and edit tables.
8. Perform basic desktop publishing techniques: creating graphics, text boxes, horizontal and vertical lines, text art, and watermarks.
9. Create form letters using mail merge
10. Correct documentation of sources for reference materials.
11. Key text at a minimum speed of 30 gwam for five minutes with five errors or less.

REQUIRED TEXTS: *WORD 2002: A Professional Approach, Core & Expert* by Deborah Hinkle. Glencoe/McGraw Hill: 2002.

SKILLBUILDING: Building Speed and Accuracy on the Keyboard, Second Edition by Eide/Rieck/Klemin. Glencoe/McGraw-Hill: 1996.

SUPPLIES: One 3½" high density diskette (required)

COURSE OUTLINE:

I. Getting Started

- a. Hardware
- b. Signing onto the network
- c. Lab policies
- d. Using Windows

II. Introduction to Microsoft Word XP

- a. Using Windows to access Word XP
- b. Preview of Word XP
 - i. Screen
 1. Menu bar
 2. Toolbar
 3. Insertion point
 4. Scroll
 5. Maximize/minimize, restore, close
 6. Status bar

III. Creating, Printing, and Editing Word Documents

- a. Opening, saving, printing, selecting text, inserting, and deleting

IV. Maintaining Documents

- a. File Management

V. Speed Development

- a. Accuracy drills
- b. Speed drills
- c. Fluency drills
- d. Timings (5')
- e. Production timings

VI. Formatting Characters and Using Help

- a. Fonts
- b. Typeface, size, and typestyle
- c. Character spacing
- d. Format Painter
- e. Inserting symbols and date and time
- f. Using Help

VII. Business Correspondence

- a. Interoffice memorandum
- b. Block letter format
- c. Modified Block letter format

VIII. Reports

- a. Unbound reports
- b. Report with references
- c. Two-page reports
- d. Two-page report with title page
- e. Leftbound reports and hyperlinks

IX. Tables

- a. Create tables
- b. Format tables
- c. Adjusting column width
- d. Tables with shading
- e. Merge/split cells

X. Formatting Paragraphs

- a. Using Autocomplete
- b. Indenting text
- c. Changing line spacing
- d. Tabs

XI. Formatting Documents

- a. Previewing a document
- b. Creating newspaper columns
- c. Spelling and grammar
- d. AutoCorrect
- e. Using the thesaurus.

XII. Customizing Documents

- a. Creating header or footers
- b. Inserting page numbering
- c. Finding and replacing text
- d. Using Templates
- e. Inserting comments

XIII. Formatting with Special Features

- a. Using AutoText
- b. Inserting a manual line break
- c. Affecting text flow
- d. Revealing formatting
- e. Adding borders and shading

XIV. Adding Visual Appeal to Documents

- a. Inserting images
- b. Drawing shapes, lines, and AutoShapes
- c. Using WordArt
- d. Creating dropped capital letter

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Five minute timings	10%	45+ gwam	= A
Projects	40%	40-44 gwam	= B
Tests	40%	35-39 gwam	= C
Drills	10%	30-34 gwam	= D

GRADING SCALE:	94 -100% = A
	87 - 93% = B
	80 - 86% = C
	75 - 79% = D

Students must average a **minimum** speed of 30 words a minute with five or fewer errors on the five highest five-minute timings accumulated throughout the semester. Any additional errors found by the faculty after the timing has been submitted will disqualify the timing for recording.

A minimum of 15 timings must be recorded by the end of the course. **It will be the student's responsibility to periodically check to see how many timings have been recorded.**

OTHER POLICIES:

Homework is assigned weekly. Any makeup projects will be considered late, and two points will be deducted from the total points possible.

Ten speed and accuracy drills will be required as assigned by the faculty. To receive credit, drills must be turned in on assigned dates. No late drills will be accepted for credit.

Pre-announced tests consisting of production tasks will be given. Grading of tests will be evaluated based on correct formatting and error free results under time-controlled conditions.

There is no opportunity to make up missed tests except under extraordinary and emergency circumstances. The faculty must be notified **before** the test is administered, or the student will not be allowed to reschedule the test.