



**MASSASOIT COMMUNITY COLLEGE**  
**Business Division**  
**Department of Computer Technology and Information Management**

**Course Syllabus for Fall 2009**

Course Title: Beginning Word  
Course No.: CTIM102-05  
Time: Tuesday, Thursday, 8 —9:15 a.m.  
Dates: October 8—November 5, 2009  
Room: B111  
Credits: 1  
Prerequisites: Beginning Windows or departmental permission  
Instructor: Professor Marilyn R. Sherry  
Office: B330  
Office Hours: Tuesday, Thursday 11—12:30  
(Other times by appointment)  
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**Course Description: (catalog)**

This course provides basic training in Microsoft Word for Windows. Students will learn the essentials of document creation, including text entry and editing, text and paragraph formatting, printing, and saving and retrieving documents. Other topics include using features such as spelling checker and thesaurus, headers and footers, and AutoCorrect to enhance the appearance of documents.

**General Objectives:**

The student will be able to efficiently use Word and its editing features.

**Textbooks and Materials:**

*Introductory Word 2007*, Pasewark and Pasewark Pinard, Thomson Course Technology, ISBN-13: 978-1-4239-0410-6

Flash disk for storing files.

**Class and Attendance Policies:**

Students are expected to attend all classes. Please read your student manual. It is your responsibility to acquaint yourself with the rules and regulations that govern your class attendance, grading schedules, and college policies. There is no make-up on quizzes, class work, or

tests; therefore, it is imperative that you be in class. A student absent from two or more classes will not receive a passing grade for the course.

All cell phones and beepers must be turned off. If a student uses a cell phone, beeper, or goes to websites that are not part of the class assignment, the student's overall grade will be lowered by one full grade.

Food and beverages are not allowed in the computer classroom. If a student has food or an open beverage, the student's overall grade will be lowered by one full grade.

### **Class Procedures:**

At the beginning of class I will answer any questions based on the homework or material already covered.

In presenting or reviewing material, I will use the board, the computer projection system, a student's computer, handouts, etc. Very frequently, I will complete an entire assignment in class on the computer to demonstrate how to approach it and how to complete it in the simplest, most efficient manner.

Most of the class time is used by me to present new material, to work on material not in the assigned texts, to answer questions, or to quiz students on both material from homework or from class work.

It is necessary for students to attend all classes and to realize that they must make time to complete the assignments during outside laboratory time. A schedule of laboratory time will be given as soon as I receive it from the college.

All homework will be due at the beginning of class. I may not always ask for it, so it is your responsibility to put it in my homework envelope or folder.

### **Evaluation Methodology/Grading:**

Tests and projects demonstrating understanding and knowledge of concepts of all units covered. No makeup on classwork, quizzes, and test.

Specific evaluation:

Projects and Classwork/Homework	40% of grade
Quizzes (2)	30% of grade
Test (1)	30% of grade

### **Grading Scale:**

Assignments and Tests will be graded on the following basis:

100-93 = A	82-80 = B-	69-67 = D+
92-90 = A-	79-77 = C+	66-63 = D
89-87 = B+	76-73 = C	62-60 = D-
86-83 = B	72-70 = C-	59 or less = F

## **Tentative Assignment Schedule**

### **Week 1**

- Parts of the Word Window
- Inserting Text
- AutoComplete and Other Automated Features
- Save Concepts
- Scrolling Documents and Repositioning the Insertion Point
- Inserting and Overtyping Text
- Selecting Text
- Editing Text
- Undo and Redo
- Repeat
- Closing Documents
- Opening Documents
- Showing Nonprinting Characters
- Inserting and Deleting Paragraph Marks
- Print Preview
- Printing
- Canceling Print Jobs
- Exiting from Word
- Creating, editing, saving, and printing documents

### **Week 2**

- Enhancing Text
- Copying Formats with Format Painter
- Changing the Case of Text
- Moving and Copying Text
- Using the Undo Feature
- Using AutoCorrect
- Spell-checking a Document
- Correcting Grammatical Errors
- Selecting Synonyms
- Setting Margins
- Changing Line Spacing
- Selecting Text Alignment
- Indenting Text
- Changing the Font and Font Size

Creating a Bulleted List  
Highlighting Text  
Adding a Border

### Quiz 1

### Week 3

Centering Text Vertically on a Page  
Inserting Page Numbers  
Inserting Page and Section Breaks  
Preventing Text from Separating Across Page Breaks  
Inserting a Nonbreaking Space  
Creating Footnotes  
Creating Headers and Footers  
Creating Hanging Paragraphs  
Creating a Table  
Entering Text in a Table  
Inserting Rows and Columns  
Deleting Rows and Columns  
Adjusting Column Width and Row Height  
Formatting the Table  
Applying Shading and Borders  
Moving and Positioning a Table

### Quiz 2

### Week 4

#### Review

Inserting an Image  
Moving an Image  
Sizing an Image  
Wrapping Text Around an Image  
Creating a Text Box  
Using Fills and Borders  
Creating WordArt

### Week 5

Questions and Answers

### Project

### Test