ITG 148 CA- Desktop Applications – MS Word 2010

Instructor:	Frank Savin	E-mail:	**savinf@gbc.edu**
Office:	Room 014, Business Training Skills Pavilion	Hours:	After class and by Appointment

Text Book:

Microsoft Word 2010: MOS Exam 77-881
by Microsoft Official Academic Course
Author: Linda Silva
Publisher: Wiley

Course Description:

This course covers the use of the Microsoft Office Word 2010 application which students are likely to encounter in their business careers. This course also provides a thorough and complete coverage for the learning objectives for the Microsoft Office Specialist (MOS) Word 2010 Exam (77-881).

Course Format:

This course takes an experiential, learning-by-doing approach to developing knowledge of Word 2010. In this way you experience the technical concepts of desktop publishing and the procedural information of the Word application in context and gain a firm grasp of the subject matter. Performing activities involving real-world situations you will apply your growing knowledge of Word to develop practical skills & to gain hands-on experience.

Policies:

Attendance:
Attendance is awarded each class.

Student Responsibilities:
This course utilizes **Campus Web** for the posting course materials, assigning work, accepting submissions, and handling class administration. A copy of the syllabus may be accessed through the Syllabus tab of the course in Campus Web. All students should check their **GBC email** as this address will be used to contact students outside of class.
Assignments will be posted to the class page on CampusWeb—under the "**Cousework**" section.

Academic Honesty:
All courses taught at Goldey-Beacom College are governed by the **GBC Academic Honor Code**. The Academic Honor Code is found in the Student Code of Conduct. Copies are available in the Financial Aid/Advisement Office, the Student Affairs Office, Academic Affairs Office, and on the College website. Each student should be familiar with and abide by the Honor Code and with the Rules of Decorum in creating a respectful learning environment.
Any student caught cheating will be given a zero and will be promptly reported.

Classroom Rules of Decorum:

One of the missions of Goldey-Beacom College is to facilitate a **respectful learning environment** for students, faculty, and staff. In general, this is accomplished by listening to and respecting the contributions of everyone in class.

In short, this means you must come to class on time, <u>put your cell phones and other personal devices away</u>, remain attentive for the entire class period, refrain from surfing the web, and confine any extraneous conversations to outside the classroom.

For more information on the GBC policy on Respectful Learning, go to
http://www.gbc.edu/advisement/honorcode.html#environment

Make-up Tests and In-Class Projects:

Make-ups for exams, projects, in-class assignments and homework are rare and will be given only in cases of documented serious illness or other emergencies. To be eligible for a make-up, the student must provide an acceptable excuse prior to the scheduled date and time of the exam, project, in-class assignment or homework. In the event a make-up is granted, the student is responsible for taking the exam, project, in-class assignment or homework **before** the start of the next class.

If the instructor is not notified prior to the scheduled exam, project, in-class assignment or homework and a late assignment is granted, unless a satisfactory reason is given for the lack of notification, 5 points will be deducted automatically each day the assignment is late.

Final Grade:

Class Attendance/Participation:	10%	Attendance is awarded each class for staying to the **end** of the class period. **No exceptions**.
Classwork Assignments:	15%	In-class assignments – such as Lab Work, text chapter activities – are assigned at the beginning of class and are to be turned **before** the end of that class period.
Homework Assignments:	15%	Homework assignments – end of chapter exercises, study/review exercises– must be submitted by 11:59 pm on the **night prior** to class unless otherwise stated. **No exceptions**.
Class Projects:	25%	
Exams:	35%	
	100%	

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Tentative Course Schedule and Topics Covered:

NB: Assignments will be posted on CampusWeb – in the "Coursework" section of the ITG 148 CA page.

Each student is responsible for reading the chapters and any assigned material prior to the discussion in class.

Week	Meeting Date (Tues & Thr)	Topics
1	8/28 & 8/30	Class Overview ; Understanding Word
2	9/4 & 9/6	Basic Editing; Character Formatting
3	9/11 & 9/13	Paragraph Formatting; Review
4	9/18 & 9/20	Test #1; Managing Text Flow
5	9/25 & 9/27	Creating Tables; Themes, Quick Parts
6	10/2 & 10/4	Page Backgrounds, Headers & Footers; Using Illustrations & Graphics
7	10/9 & 10/11	Review; Test #2
8	10/16 & 10/18	Proofing Documents; Applying References, Hyperlinks
9	10/23 & 10/25	Performing Mail Merges; Review
10	10/30 & 11/1	Test #3; Maintaining Documents;
11	11/6 & 11/8	Working with Templates; Protecting & Sharing Documents
12	11/13 & 11/15	Using Advanced Options; Review
13	11/20	Test #4; (11/23) THANKSGIVING HOLIDAY
14	11/27 & 11/29	Submit Course Project; Comprehensive Review
15	12/4 & 12/6	Comprehensive Review Final Exam *

* You may choose to take the Microsoft Office Specialist (MOS) Word 2010 Certification Exam (77-881) in place of the final exam. The certification test must be completed and passed BEFORE December 4, 2012 to receive credit for the Final Exam. If you do not pass the certification test, 10 points will be awarded to your final exam. See your instructor for further details.