Great Basin College
Fall Semester 2013

COT 151 Online section 1001
Introduction to Microsoft Word, 3 credits
Compressed Eight-Week Class

Instructor
Kathy Schwandt
office: High Tech Center (HTC) Room 129, 775-753-2218
email available through the WebCampus classroom
I do not check email or voice mail on Saturdays, Sundays, and holidays.

Textbook
Signature Series: Microsoft Word 2013
Rutkosky, Roggenkamp
ISBN: 978-0-76385-199-6 (text with data files CD)
ISBN: 978-0-76385-198-9 (eBook with 180-day online access)

Catalog Description
An introduction to Microsoft Word, a word processing software, ruler, toolbars, dialog boxes, cut, copy, and paste, autocorrect, spell check, template documents, columns, outlines, merge, clip art, graphics, text art, and tables. Recommended: COT 101 or 30 words per minute keyboarding skill.

Course Description
This class requires Microsoft Word 2013. Earlier versions of Word may not have all the features addressed in this class; assignments completed using any version of Word other than 2013 may be incorrect and will lose points if they are incorrect.

You will be reading the textbook, completing textbook-based hands-on assignments in Word, and participating in online discussions.

This class is completely internet-based and is delivered through WebCampus. You must have and maintain internet access throughout the semester.

This is a compressed class, which means that a semester’s worth of work is completed over eight weeks instead of over sixteen weeks.

Your Computer’s Security
For this class you will be online with your computer. Your computer’s security is your responsibility. I strongly recommend that you have security software installed on your computer and that you keep it updated. There are many options available; you might want to do online research to determine what security software is best for you. A good place to start your research is to type “security software” into Google or another search engine.

If you are using a computer with Windows you may also want to consider installing the free download Microsoft Security Essentials (if it is not already installed on your computer). Visit this website to learn more: http://www.microsoft.com/en-us/security_essentials/default.aspx
## Expected Learner Outcomes

Upon successful completion of this class, students will be able to...

<table>
<thead>
<tr>
<th>Measurements of learner outcomes:</th>
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</thead>
<tbody>
<tr>
<td>1. prepare, edit, and print documents using word processing software;</td>
</tr>
<tr>
<td>Weekly Assignments, Unit Performance Assessments</td>
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<tr>
<td>2. utilize the online help system to research features and functions</td>
</tr>
<tr>
<td>using word processing software;</td>
</tr>
<tr>
<td>Weekly Assignments, Unit Performance Assessments</td>
</tr>
<tr>
<td>3. enhance documents with graphic elements;</td>
</tr>
<tr>
<td>Weekly Assignments, Unit Performance Assessments</td>
</tr>
<tr>
<td>4. automate document formatting;</td>
</tr>
<tr>
<td>Weekly Assignments, Unit Performance Assessments</td>
</tr>
<tr>
<td>5. apply styles, headers and footers, and footnotes and endnotes to</td>
</tr>
<tr>
<td>documents;</td>
</tr>
<tr>
<td>Weekly Assignments, Unit Performance Assessments</td>
</tr>
<tr>
<td>6. create tables to organize, sort, and select information;</td>
</tr>
<tr>
<td>Weekly Assignments, Unit Performance Assessments</td>
</tr>
<tr>
<td>7. discuss benefits and drawbacks of working with Word.</td>
</tr>
<tr>
<td>Participation in Online Discussions</td>
</tr>
</tbody>
</table>

## Kathy’s Office Schedule for Fall 2013

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1:00 - 3:30</td>
<td>Office</td>
<td>1:00 - 3:30</td>
<td>Office</td>
</tr>
</tbody>
</table>

Online classes: COT 151, GRC 101, GRC 103, GRC 320 and GRC 350

The grey boxes are the times when I should be available to meet with students in my office, preferably by appointment.

If I am unavailable, please leave a voice mail message at 753-2218, or an e-mail message at kathy.schwandt@gbcnv.edu.

I will contact you ASAP.
Methods of Instruction

- weekly modules in WebCampus
- online video tutorials
- reading the textbook
- online presentations of each chapter’s information
- hands-on assignments from the textbook
- online discussions

Class Participation

You must log into the WebCampus classroom at least a couple of times per week to demonstrate “attendance” in the class. You are expected to read the weekly instructions posted by each Wednesday afternoon; to read, post, and reply to discussion topics; and to submit assignments on time.

“An instructor may drop any student who has excessive unexcused absences. An instructor has the sole right to excuse an absence, assign makeup work, or apply a punitive grading policy as established by the instructor’s syllabus for the class. Specifically, you are expected to comply with the attendance policy set by each instructor.”
(p. 49 of the 2013-2014 GBC General Catalog)

If, for some reason, you feel that you cannot complete the course, you must officially withdraw from the class by the course drop deadline (Wednesday, September 25, 2013) by contacting Admissions & Records at 753-2102, and completing the appropriate forms.

- Officially withdrawing results in a "W" on your grade report. The "W" is not used in computing your cumulative GPA; it will appear on your transcript and be permanent.
- If you do not officially withdraw, your grade will be based on the work you have completed averaged with zeros for work you have not completed.

Course Grade

Grading in this course is based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions</td>
<td>15%</td>
</tr>
<tr>
<td>Weekly Assignments</td>
<td>55%</td>
</tr>
<tr>
<td>Unit 1 Performance Assessments</td>
<td>10%</td>
</tr>
<tr>
<td>Unit 2 Performance Assessments</td>
<td>10%</td>
</tr>
<tr>
<td>Unit 3 Performance Assessments</td>
<td>10%</td>
</tr>
</tbody>
</table>

Discussions
- Discussion postings are evaluated using a “Discussion Topics Rubric,” and each graded topic is worth 100 points.

Weekly Assignments
- Each graded weekly assignment is worth 100 points.
- No late work is accepted, unless it is approved in writing by the instructor by 5:00 p.m. PST the day prior to the assignment’s due date. For example, if an assignment is due on Wednesday, written approval to submit the assignment late must be given by the instructor to the student by 5:00 p.m. PST on Tuesday.

Unit Performance Assessments
- Each set of Performance Assessments is worth 100 points.
**Course Grade, continued**

The final course grade is calculated on a percentage scale and then recorded as the corresponding grade point value and letter grade as shown below.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade Point Value</th>
<th>Letter Grade</th>
<th>Quality of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>4.0</td>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>90-93</td>
<td>3.7</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>87-89</td>
<td>3.3</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>83-86</td>
<td>3.0</td>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>80-82</td>
<td>2.7</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>77-79</td>
<td>2.3</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>73-76</td>
<td>2.0</td>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>70-72</td>
<td>1.7</td>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>67-69</td>
<td>1.3</td>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>63-66</td>
<td>1.0</td>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>60-62</td>
<td>0.7</td>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>&lt;60</td>
<td>0.0</td>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

**Grade Appeals**

If a student has concerns or complaints about grading, s/he should follow the steps of the published procedures as stated beginning on page 51 in the 2013-2014 GBC General Catalog.

**Class Work**

Students should keep their graded work until they know their final course grade at the end of the semester in case there is any discrepancy in grades.
Student Conduct and Academic Honesty

Students are expected to conduct themselves in accordance with college standards. GBC’s Student Conduct Policy is outlined on pages 27-29 of the 2013-2014 GBC General Catalog.

Students are expected to be academically honest. GBC’s Academic Honesty section of the 2013-2014 General Catalog begins on page 29.

Accommodations for Students with Disabilities

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Director of Services for Students with Disabilities (Julie G. Byrnes) will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids and services. For more information or further assistance, please call 775-753-2271.

Student Computer Lab Use

The GBC computer labs are provided as a service to students; you may use any GBC student computer lab for this class. Use of the computer lab is a privilege, not a right. Users must refrain from doing anything that annoys others or disrupts their education. The computer lab cannot be used for non-college work.

Expect to use the lab often unless you have the software you need available to you outside the lab. There are several hours each week when a lab aide monitors the lab, and is available to assist students.

Lab Rules

1. Computer lab use is restricted to authorized individuals: students, faculty, and staff with appropriate logins.
2. Logins are issued to individual users and ARE NOT to be used by anyone else.
3. Drinks are permitted if they are in a covered container and are kept on the floor.
4. Children are allowed in the labs only if they are enrolled in a course offered specifically for them.
5. Internet access is to be used for class-related work only. Internet activities will be randomly monitored.
6. Computer labs are for students to use for class-related work only.
7. Copying of ANY software is prohibited without prior authorization.
8. No ringing cell phones in the labs.

Final Notes

Don’t let yourself get behind! Once we begin, we will address several concepts each week. If you are confused about any particular concept, let me know immediately.

You will be learning a tremendous amount of new material in this class. For some, all this new information may be overwhelming. Be patient. You are here to learn and I am here to facilitate your learning.
## COT 151 Online Class Schedule Fall 2013 (Subject to Change 😊)
### Compressed Eight-Week Class

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
</tr>
</thead>
</table>
| 1-2  | M, Aug. 26 – W, Sept. 4 | Follow the Week 1-2 Instructions in the Week 1-2 Module.  
**Chapter 1:** Creating, Printing, and Editing Documents  
**Chapter 9:** Maintaining Documents  
**Chapter 2:** Formatting Characters |
| 2-3  | W, Sept. 4 – W, Sept. 11 | Follow the Week 2-3 Instructions in the Week 2-3 Module.  
**Chapter 3:** Aligning and Indenting Paragraphs  
**Chapter 4:** Customizing Paragraphs |
| 3-4  | W, Sept. 11 – W, Sept. 18 | Follow the Week 3-4 Instructions in the Week 3-4 Module.  
**Chapter 5:** Proofing Documents  
**Unit 1 Performance Assessments** |
| 4-5  | W, Sept. 18 – W, Sept. 25 | Follow the Week 4-5 Instructions in the Week 4-5 Module.  
**Chapter 6:** Formatting Pages  
**Chapter 7:** Customizing Page Formatting |
| 5-6  | W, Sept. 25 – W, Oct. 2 | Follow the Week 5-6 Instructions in the Week 5-6 Module.  
**Chapter 8:** Inserting Elements and Navigating in a Document  
**Chapter 10:** Managing and Printing Documents  
**Unit 2 Performance Assessments** |
| 6-7  | W, Oct. 2 – W, Oct. 9 | Follow the Week 6-7 Instructions in the Week 6-7 Module.  
**Chapter 11:** Inserting Images  
**Chapter 12:** Inserting Shapes, WordArt, and Advanced Character Formatting |
| 7-8  | W, Oct. 9 – F, Oct. 18 | Follow the Week 7-8 Instructions in the Week 7-8 Module.  
**Chapter 13:** Creating Tables  
**Unit 3 Performance Assessments**  
**Course Evaluation** |