

Southern Arkansas University Tech
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www.sautech.edu

Online Course Information Form

Course Number: OS2283

Course Title: MS Word

Course Description: Word Processing techniques are emphasized in this introductory level course. Microsoft Word for Windows skills are demonstrated and applied in the preparation of documents.

Instructor: Phyllis Hutson

Instructor Bio: I am the instructor of Office Systems Technology. I earned my BBA and MAT from SAU, and my MBA from the University of North Alabama.

Prerequisite: Keyboarding speed of 25 wpm, all reading courses completed.

Textbook Title: Microsoft Word 2007: Professional Approach, Hinkle, McGraw-Hill.

Learning Outcomes: Students will acquire word processing skills and proficiencies through the use of Microsoft Word software. Students will become familiar with the terminology involved in the word processing process. Topics covered include basic skills; paragraph formatting, margins, and tabs; advanced editing; page formatting; tables and columns; and advanced topics.

Teaching Methodology, including description of interaction between student and instructor: Will complete computer assignments in Word 2007 using the textbook instructions. There is a Discussion Question for each lesson that the student must answer and they must reply to another student's response. These postings will be graded. Students will remain in contact with instructor and other students and ask questions using the Discussion and Email tools in Blackboard. All assignments will be submitted using the Assignment Tool.

Methods of Testing: Tests are computer tasks like the assignments and are timed. There is a test at the end of each Unit.

Enrollment Procedures:

Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores or, if applicable, official college transcript(s) with proof of Composition I and Intermediate Algebra (having earned a letter grade of "C" or better).

Full-time degree seeking students and part-time degree seeking students applying for financial aid applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores, immunization record (if born after 01/01/1957), high school transcript or GED scores, and official college transcript(s), if applicable. (Note: Part-time students not applying for financial aid do not have to submit immunization record.)

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 add/drop fee is assessed for adds/drops that take place after classes start.

Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):

Students must post to the Discussion Board once a unit, stay in contact with the instructor and show progress throughout the course. All work from Unit 1 must be submitted by the Midterm Deadline. All work from Units 2-4 must be submitted by the Two-Week Deadline. No more than two units of work may be

submitted the last two weeks of the course. The final exam must be taken at a proctored location. Visit the college web site at http://www.sautech.edu/web_based_learning/policies/proc_sites.pdf for more detailed information.

Other Considerations (writing ability, assignments/projects, time considerations, etc.) There is a lot of work to do to complete the course so it is very important to continually work following the suggested calendar to satisfactorily complete the course.