

## COURSE INFORMATION

# BUSW 214 WORD PROCESSING I, USING WORD FOR WINDOWS: VISTA

**PRINT THESE PAGES**

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### GETTING STARTED



Read this Course Information completely and learn what you need to do to be successful in this course

### **OBJECTIVE**

This is an online course which addresses the needs of students and professionals interested in strengthening their WORD skills.

### **HOW THE COURSE WORKS**

You will learn the WORD features by reading and doing the assignments in each chapter. When you finish reading and doing the assignments, you will complete the homework assignment and submit to me at [kittyb33@hotmail.com](mailto:kittyb33@hotmail.com).

**ALL ASSIGNMENTS MUST BE SUBMITTED TO ME AS ATTACHED FILES. DO NOT SEND ANY INFORMATION TO THE smccd EMAIL ADDRESS. ALL ASSIGNMENTS ARE DUE BY THE DUE DATE <located in column one of the syllabus>**

I will correct, make comments and ask you to make revisions, as needed, and forward the assignments back to you as an attached file

### **PREREQUISITE**

You should be able to type

### **TEXT AND SUPPLIES**

Microsoft Office Word 2007: Comprehensive Concepts and Techniques by Shelly, Cashman, Vermaat

At least three blank, formatted, 3.5 high density diskettes or one zip disk or flash disk

A binder for your printouts and returned work

## TEACHING METHOD

Instruction, follow-up, **ONLINE**

**SAVE! SAVE! SAVE!** For your own protection, keep a copy of all the assignments you hand in <a hard copy or on your disk or computer>. In fact, as a student in any course, you should keep all papers <graded and upgraded> until you receive a final grade in the course.

All assignments are due on **the due date**. **YOU MUST include the following information for each assignment and homework submitted: YOUR NAME, THE DATE, BUSW 214 ONLINE, the CHAPTER NUMBER, AND Assignment and Homework INFORMATION:** example:

Kitty Brown  
June 16. 2008  
BUSW 214 Online  
Chapter 1 Assignment: WD 229 to WD 291

## GRADING

Your grade is based on you completing, successfully, the assignments and homework.

**NOTE:** This is a fast paced class, so you should allow sufficient time to complete these assignments. All assignments must be keyed in Microsoft WORD and submitted as an attached file to the email address: [kittyb33@hotmail.com](mailto:kittyb33@hotmail.com).

## INSTRUCTIONAL ASSISTANCE

I can be reached online at [kittyb33@hotmail.com](mailto:kittyb33@hotmail.com). You are encouraged to contact me if you have questions or concerns. You can phone me at 650.574.6402; and you can possibly reach me in the computer lab; Mondays & Wednesdays 10.30am until 12:30pm. **IF YOU HAVE A LEARNING OR PHYSICAL NEED THAT WILL REQUIRE SPECIAL ACCOMMODATIONS, PLEASE LET ME KNOW**

## COURSE CONTENT

Chapter 1: Creating and Editing a Word document

Chapter 2: Creating a Research paper

Chapter 3: Creating A Cover Letter and Resume

Chapter 4: Creating a document with a Title Page, Table, Chart and a Watermark