OFFICE TECHNOLOGY INFORMATION 1210
Word Processing I
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Word processing functions using a specific word processing software package, which may include insert, delete, cut, paste, find, replace, document formatting, margins, tabs, spell checker, thesaurus, grammar checker, pagination, page numbering, indent, printing, line spacing, justification, centering, view modes, multiple windows, footnotes, endnotes, headers, footers, disk maintenance, folders and document formats. Introduces merge, tables, borders, images and drawing objects. Keyboarding skills required for successful completion. (3 lecture hours)

Instructor Note: This course uses Microsoft Word 2013. A flash drive or computer with hard drive is required to store your files. This course is not for MAC users.

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

EVALUATION/GRADING
Your final grade will be an accumulation of:

- Documents
- Exams (chapter Reviewing Key Point quizzes)
- Unit Performance Assessments
GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
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<tr>
<td>C</td>
<td>70%-79%</td>
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<tr>
<td>D</td>
<td>60%-69%</td>
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<td>F</td>
<td>0%-59%</td>
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<tr>
<td>S</td>
<td>70%+</td>
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<tr>
<td>I</td>
<td>90%+</td>
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</tbody>
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* Must have instructor’s written permission

SATISFACTORY/FAIL OPTION
The S/F grade option is available to students in this course. Contact the instructor or refer to the course syllabus for details and conditions.

INCOMPLETE GRADE POLICY
Incomplete grades are not usually offered but may be considered under extreme conditions. Contact the instructor or refer to the course syllabus for details.